

Commodity Object**Table**

The purpose of Commodity Object Table is:

- To identify acceptable object codes for pre-encumbrance and encumbrance of DPA commodities

In processing of DPA commodities it is necessary to insure that correct funding is used for purchase. This table identifies those funding object codes that are allowable for use with that commodity.

Commodity Purchase**Agency Table**

The purpose of Commodity Purchase Agency Table is:

- To restrict the purchase of a commodity on DPA orders to a specified agency(ies).

In processing of DPA requirements it may be necessary to restrict the purchase of a particular commodity to a specified agency or agencies. This is accomplished with the Commodity Purchase Agency Table.

Commodity**Table**

The purposes of Commodity Table are:

- To identify a commodity available for purchase by a unique number
- To accumulate solicitation history for a specific commodity
- To accumulate bid history for a specific commodity
- To accumulate purchase history for a specific commodity
- To provide a central location of all required commodity data used by other applications within AGPS

The Commodity Table is the single source for all commodity data required for processing commodities within AGPS. This same table may also be used for restricting use of a commodity, i.e., state use, inventory center, etc. or for establishing dollar thresholds for purchase of a commodity, i.e., DPA purchase limit, approval limit, contract release order limit etc. Additionally, this table is used for assigning responsibility for purchases to specific buyers.

Commodity Unit of**Measure Table**

The purposes of commodity unit of measure table are:

- To establish the authorized unit(s) of measure for processing purchase of a commodity within AGPS

- To accumulate award data for a commodity by unit of measure

The commodity unit of measure table is used within the system for verification of unit(s) of measure for a commodity and also to accumulate award amounts for a commodity by unit of measure.

Commodity Agency Inventory Table

Table disabled. Inventory Control Sub-system not in use.

The purpose of the Commodity Agency Inventory Table is:

- To identify inventory items by commodity code and to identify the agencies who are authorized to purchase the commodity from an inventory warehouse.

This table is used by the system to restrict those agencies who have been identified as having a commodity in an inventory warehouse to issue an order to their warehouse.

Commodity Agency Set-Aside Table

The purpose of the Commodity Agency Set-Aside Table is:

- To provide an agency with the capability of establishing an entire class/subclass as an exclusive set-aside category.

This table is used during the requisition process to designate requisitions to be set-aside, based on the class/subclass of the requisitioned commodity.

Commodity Agency Supplying Vendor Table

The purpose of the Commodity Agency Supplying Vendor Table is:

- To provide an agency with the capability of establishing its own vendor bid lists by commodity class/subclass.

This table is used during the solicitation process to select vendors to receive a solicitation from an agency purchasing office.

Commodity Agency Text Table

The purpose of the Commodity Agency Text Table is:

- To provide an agency with the capability to link commodity text to a class/subclass, and to designate if the text is to print on any order for that commodity.

Discussion of Transactions

Awarded Contract

Table (CAWD) The Awarded Contract Table is used to establish record(s) that provide the user with an inquiry record that provides pertinent contract award data relating to a commodity. This table also provides other AGPS on-line programs record(s) to verify that a commodity is on contract and for identification of the contract and contract line for further processing and edits.

Commodity Description

Table (CSPC) The Commodity Description Table is used to provide the user with a file for recording and maintaining commodity description/specification text records. The user is also provided with the capability for deleting and inserting lines of text within existing text records. Additionally, all programs, on-line or batch, requiring a commodity description are provided access to this table for required text.

Commodity DPA

Agency Table (CAGY)

The Commodity DPA Agency Table is used to establish records for control of commodity DPA purchases in the form of purchase limits for a commodity by commodity number and DPA Agency. The CAGY screen will be used for add, maintenance and inquiry of table records.

Commodity Object

Table (COBJ) The Commodity Object Table is used to establish records for control of commodity DPA purchases in the form of object code(s) permitted for funding of purchases for a DPA commodity by commodity number and object code. The COBJ screen will be used for add, maintenance and inquiry of table records.

Commodity Purchase

Agency Table (CPUR)

The Commodity Purchase Agency Table is used to establish record(s) that restrict the agencies that may act as a purchasing agent for a specified commodity by commodity number and purchase agency. The CPUR screen will be used for add, maintenance and inquiry of table records.

Commodity

Table (COM2) The Commodity Table is used for creating and maintaining commodity records in AGPS by commodity number. Additionally, this record is used for identification of a commodity, i.e., source, inventory center item, state use item, etc., establishing dollar thresholds for purchase of the commodity and accumulating solicitation, bid and award data.

Commodity Unit of
Measure Table
(CUOM)

The Commodity Unit of Measure Table is used for creating and maintaining allowable commodity unit of measure records in AGPS for purchase of a commodity by commodity number. Additionally, this record is used for accumulating award data for a commodity by commodity number and unit of measure.

Commodity Agency
Inventory
Table (CAIN)

Table disabled. Inventory Control Sub-system not in use.

The Commodity Agency Inventory Table is used to provide an agency with the capability to identify inventory items by commodity code, and to identify the agencies who are authorized to purchase the commodity from the warehouse. The CAIN screen will be used for add, delete and inquiry of table records.

Commodity Agency
Set-Aside Table
(CASA)

The Commodity Agency Set-Aside Table is used to provide an agency purchasing office with the capability of indicating set-aside commodities at the class/subclass level. The CASA screen will be used for add, delete and inquiry of table records.

Commodity Agency
Supplying Vendor
Table (CASV)

The Commodity Agency Supplying Vendor Table is used to provide an agency purchasing office with the capability of establishing and maintaining its own vendor bid lists at the class/subclass level. The CASV screen will be used for add, delete and inquiry of table records.

Commodity Agency
Text Table
(CATX)

The Commodity Agency Text Table is used to provide an agency purchasing office with the capability of linking commodity text (terms and conditions) to a commodity at the class/subclass level. The CATX screen will be used for add, change, delete and inquiry of table records.

COMMODITY DATABASE MAINTENANCE

PROCEDURES

1.6 Establish Prison Enterprise Commodity

Cross-Reference

Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.7 Establish Inventory Center Item Commodity

Inventory sub-system not in use.

Overview The AGPS user has the capability to establish a commodity for use on inventory center (warehouse) item orders in AGPS. This is accomplished by use of the COM2 screen.

Inputs

- Required commodity class/sub-class/item
- Required inventory item indicator

Outputs

- Updated COMM Table

Completing The Procedure

Cross-Reference

Steps

- | | |
|--------------|--|
| COMM 4: COMM | <ol style="list-style-type: none"> Determine the inventory item commodity requirement(s). <p>Commodity class must be a valid and active record in COMM Table.</p> <p>Commodity sub-class must be a valid and active record in COMM Table.</p> <p>Commodity item must be a valid and active record in COMM Table.</p> |
| COMM 4: COM2 | <ol style="list-style-type: none"> Establish Inventory Item commodity in AGPS. <ol style="list-style-type: none"> If the user is not in the COM2 screen, type COM2 in the Function Line and press RETURN/ENTER. Type INQUIRE in the Function Line. Using the TAB key move to Commodity Number field and type desired commodity number. Press RETURN/ENTER. Requested record should be displayed. Type CHANGE in the Function Line. <ol style="list-style-type: none"> Using the TAB key move to Inventory Item field and type Y. Press RETURN/ENTER. |

COMMODITY DATABASE MAINTENANCE

PROCEDURES

1.9 Establish Recycle Item Commodity

Cross-Reference

Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.10 Change Commodity Header Table

Overview

The AGPS user has the capability to change/maintain the commodity header in AGPS. This is accomplished by use of the COM2 screen.

Inputs

- Required commodity class/sub-class/item
- Required change to commodity type
- Required change to buyer code
- Required change to maintaining agency
- Required change to inspection type
- Required change to from text reference
- Required change to state use item indicator
- Required change to agency/comm DPA indicator
- Required change to text reference
- Required change to prison enterprise item indicator
- Required change to DPA Amount
- Required change movable property item indicator
- Required change to CRO Amount
- Required change to OTIS approval indicator (N/A)
- Required change to recycle item indicator
- Required change to Product number (N/A)
- Required change to payment approval required indicator
- Required change to object control indicator
- Required change to special handling item indicator

9.3 Inquire GEO Bid Codes By Vendor Number

Overview The user has the capability to view the CGEO record by use of the **INQUIRY** function on the CGEO screen available in AGPS.

Inputs

- Required commodity class/sub-class
- Required vendor number
- Required GEO bid code(s)

Outputs

- Display of requested CGEO record

Completing The Procedure

Cross-Reference

Steps

1. Determine class/sub-class, vendor and GEO bid code to be inquired.
2. Inquire the CGEO record in AGPS.
 - a. If the user is not in the CGEO screen, type **CGEO** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key move to Class/Sub-Class field and type desired class/sub-class.
 - d. Using the TAB key move to Vendor Number field and type desired vendor number.
 - e. Using the TAB key move to first available GEO Bid Code field and type desired GEO bid code.
3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display the requested record(s).

10 ADD/MAINTAIN COMMODITY AGENCY INVENTORY RECORDS

10.1 Add Commodity Agency Inventory Table

Table/Screen disabled. Inventory Control Sub-system not in use.

Overview

The AGPS user has the capability to identify inventory items by commodity code and identify those agencies who are authorized to purchase the commodity from inventory. This is accomplished by use of the CAIN screen.

Inputs

- Required commodity class/sub-class/item
- Required agency number(s)

Outputs

- Updated CAIN Table

Completing The Procedure

Cross-Reference

Steps

1. Determine the inventory items to be identified with the agency(s) authorized to purchase the item from inventory.

COMM 4: COMM

Commodity class must be a valid and active record in COMM Table.

Commodity sub-class must be a valid and active record in COMM Table.

Commodity item must be a valid and active record in COMM Table.

Note: Commodity Inventory Item indicator must be Y in COMM Table.

AGCY 4: AGCY

Agency must be a valid and active record in AGCY Table.

2. Enter commodity inventory item and agency data into AGPS.

COMM 4: CAIN

a. If you are not in the CAIN screen, type **CAIN** in the Function Line and press RETURN/ENTER.

b. Type **CLEAR** in the Function Line and press RETURN/ENTER. The transaction screen will be cleared and ADD will be displayed in the Function Line.

c. Using the TAB key move to Commodity Number field and type desired commodity number.

COMMODITY DATABASE MAINTENANCE

PROCEDURES

10.1 Add Commodity Agency Inventory Table

Cross-Reference

Steps

- d. Using the TAB key move to Agency field(s) and type desired agency number(s).

NOTE: If a 3 position agency number is entered, the system will require any agency that begins with the 3 characters on CAIN to use the inventory item. If a 6 position agency number is entered, the system will only require the specific agency to use the inventory item.

3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

10.2 Delete Commodity Agency Inventory Table

Table/Screen disabled. Inventory Control Sub-system not in use.

Overview The AGPS user has the capability to delete invalid commodity agency inventory record(s). This is accomplished by use of the CAIN screen.

Inputs

- Required commodity number
- Required agency number(s) to be deleted

Outputs

- Updated CAIN Table

Completing The Procedure

Cross-Reference

Steps

1. Determine the commodity number and agency(s) to be deleted.
 2. Delete CAIN Record.
 - a. If you are not in the CAIN screen, type **CAIN** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key move to Commodity Number field and type desired commodity number.
 - d. Using the TAB key move to Agency field and type desired agency number.
 3. Press RETURN/ENTER. Requested commodity and agency should be displayed.
 - a. Type **DELETE** in the Function Line.
 4. Press RETURN/ENTER.
- NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

10.3 Inquire Commodity Agency Inventory Table

Table/Screen disabled. Inventory Control Sub-system not in use.

Overview The AGPS user has the capability to inquire commodity agency inventory record(s). This is accomplished by use of the CAIN screen.

Inputs

- Required commodity number
- Required agency number to be inquired

Outputs

- Display of requested CAIN record

Completing The Procedure

Cross-Reference

Steps

1. Determine the commodity number and agency number to be inquired.
2. Inquire CAIN Record.

COMM 4: CAIN

- a. If you are not in the CAIN screen, type **CAIN** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key move to Commodity Number field and type desired commodity number.
 - d. Using the TAB key move to Agency field and type desired agency number.
3. Press RETURN/ENTER. Requested commodity and agency should be displayed.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display the requested CAIN record.

11 ADD/MAINTAIN COMMODITY AGENCY SET-ASIDE RECORDS

11.1 Add Commodity Agency Set-Aside Table

Overview The AGPS user has the capability to identify set-aside commodities at the class/sub-class level for his/her agency. This is accomplished by use of the CASA screen.

Inputs

- Required agency number
- Required set-aside code
- Required commodity classes/sub-classes

Outputs

- Updated CASA Table

Completing The Procedure

Cross-Reference

Steps

1. Determine the agency's requirements for setting aside classes/sub-classes.

AGCY 4: AGCY

Agency must be a valid and active record in AGCY Table.

INST 4: BTAB

Set-Aside Code must be a valid entry in BTAB Table SA (Set-Aside).

COMM 4: COMM

Commodity class must be a valid and active record in COMM Table.

Commodity sub-class must be a valid and active record in COMM Table.

2. Enter agency, set-aside and classes/sub-classes data into AGPS.

COMM 4: CASA

a. If you are not in the CASA screen, type **CASA** in the Function Line and press RETURN/ENTER.

b. Type **CLEAR** in the Function Line and press RETURN/ENTER. The transaction screen will be cleared and ADD will be displayed in the Function Line.

c. Using the TAB key move to Agency Number field and type desired agency number.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Commodity Number	11	Unprotected. Key. Required for add. Must be key to a valid/active record in the COMM table. If left blank on inquiry, the system will return with the first record in the database.
Description	2x40	Protected. Inferred first two lines of commodity description from CSPC.
DPA Agency	12x6	Unprotected. Required for add. Must be key to a valid/active record in the AGCY Table. If left blank on inquiry, system will display the first delegated purchase authority agency in the database for the specified commodity number.
Agency Title	12x35	Protected. Inferred agency name from the AGCY Table.
Type	12x1	Unprotected. User entered agency processing type. Allowable codes are; D - DPA Limit R - Receiving Limit
Purchase Limit	12x9.2	Unprotected. Optional entry. Used to indicate the dollar amount limit for purchase of this commodity by the specified DPA agency.
USERID Last Change	12x8	Protected. USERID of the last user to change this record.
Date Last Chg	12x8	Protected. Date of the last change to this record.

CAIN Commodity Agency Inventory Table**Screen/Table disabled. Inventory Control Sub-system not in use.**

ENTER FUNCTION:		TRANS: CAIN		DATE:	
COMMODITY AGENCY INVENTORY TABLE				TIME:	
KEY IS COMMODITY NUMBER AND AGENCY				TERM:	
COMMODITY NUMBER...:					
DESCRIPTION.....:					
		USERID		DATE	
		LAST CHG		LAST CHG	
AGENCY	AGENCY NAME				
.....	:				
.....	:				
.....	:				
.....	:				
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.....	:				

Purpose

The purpose of the Commodity Agency Inventory Table is to provide the user the capability to create and maintain a Commodity Agency Inventory Table record by identifying those agencies that are allowed to purchase inventory commodity items. Functions are add, delete, and inquire. Access is granted to those users with proper security.

Screen**Characteristics**

Add, Delete and Inquire Commodity Agency Inventory Table.

Procedure**Cross-Reference**

Chapter 2 Commodity Database Maintenance;

10.1 Add Commodity Agency Inventory Table.

10.2 Delete Commodity Agency Inventory Table.

10.3 Inquire Commodity Agency Inventory Table.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
		N - No DPA limits; bypass all DPA approvals.
CRO Amt	9.2	Unprotected. Used to indicate dollar limit at which a CRO approval will be generated.
OTIS Approval	1	Unprotected. Optional entry. This indicator describes whether this item needs OTIS approval. Valid entries are 'Y' and 'N'. (N/A)
Recycle Ind	1	Unprotected. Optional entry. This indicator describes whether this item is a recycled item. Valid entries are 'Y' and 'N'.
On-Hand	6.3	Protected. Display of the on-hand balance for this commodity from the Consumable Inventory Center system. (N/A)
Inventory Item	1	Protected. This indicator describes whether this item is stocked in an agency warehouse. Valid entries are 'Y' and 'N'.
Product #	15	Unprotected. Used to indicate the product number used to control the item within the inventory center. (N/A)
Pay Apr Req	1	Unprotected. Optional entry. If blank on Add, will default to N. Used to indicate if an approval will be required for the payment process. Allowed entries are Y and N.
Object Control	1	Unprotected. Optional entry. Used to indicate control of the commodity by object code. 'R' is restrictive and the object code used for purchase must be in this commodity's COBJ Table record. 'P' is permissive and will permit purchase under any valid object code.
Spec Handling Item	1	Unprotected. Optional entry. This indicator describes whether this item requires any special handling. Valid entries are 'Y' and 'N'.
Apr (Approval) Amt	9.2	Unprotected. Optional entry. This is used to establish a dollar threshold for purchase of this commodity. Purchases exceeding this limit may result in the build of an approval record in the PAPV Table for that transaction.
No of Vendors	5	Protected. This is the number of supplying vendors that are registered to provide this item. Maintained by the system.
No of Qual Vendors	5	Protected. This is the number of qualified supplying vendors that are registered to provide this item. Maintained by the system.
Spec Type	1	Protected. This signifies the CSPC specification type for this entry. Maintained by the system.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Approval Category	6	Unprotected. Optional entry. Designates the approval category for which an approval may be built for purchase of this commodity. If populated, this field will cause the system to generate an approval record for this commodity item each time it is requested on a requisition or order. Entry must be valid code in BTAB Table CG (Approval Category).
UserID Lst Chg	8	Protected. This is the user ID of the last user to change this record. This is a system maintained field.
Date Lst Chg	8	Protected. This is the date of the last change for this record. It corresponds with the User ID Last Change. This is a system maintained field.

VENDOR DATABASE MAINTENANCE

PROCEDURES

3.1 Add Vendor Address Table

<u>Cross-Reference</u>	<u>Steps</u>
	<ul style="list-style-type: none">n. Using the TAB key, move to Toll Free Number field(s) and type desired toll free phone number.o. Using the TAB key, move to E-Mail Address field and type desired e-mail address.p. Using the TAB key, move to FAX Number field and type desired fax number.q. Using the TAB key, move to FAX Document field and type desired fax document. S= Solicitation, O= Order, B= Both
	3. Press RETURN/ENTER.
	NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

3.2 Change Vendor Address Table

Overview

The AGPS user has the capability to change vendor address records of existing vendor header records for processing in AGPS. This is accomplished by use of the VADR screen. For change of Type 1 or Type 4 with VENC, see 1.2 Change Vendor Header Table. For change of Type 1 or Type 4's 800 number, EDI Mailbox Address, FAX Number or FAX Document Fields use procedures k.-n. listed below.

Inputs

- Required vendor number
- Required changes vendor address information
- Required changes vendor contact information

Outputs

- Updated VADR Table

Completing The Procedure

Cross-Reference	Steps
	1. Determine a vendor address change requirements.
	2. Change VADR record data in AGPS.
VEND 4: VADR	a. If you are not in the VADR screen, type VADR in the Function Line and press RETURN/ENTER. b. Type INQUIRE in the Function Line. c. Using the TAB key, move to Vendor Number field and type desired vendor number. d. Using the TAB key, move to Address Type field and type desired address type. e. Press RETURN/ENTER. Requested VADR record should be displayed.
	3. Type CHANGE in the Function line.
	a. Using the TAB key, move to Address Line 1 field and type desired vendor address line 1.

VENDOR DATABASE MAINTENANCE

PROCEDURES

3.2 Change Vendor Address Table

<u>Cross-Reference</u>	<u>Steps</u>
	<ul style="list-style-type: none">b. Using the TAB key, move to Address Line 2 field and type desired vendor address line 2.c. Using the TAB key, move to City field and type desired city for vendor address.d. Using the TAB key, move to State field and type desired state for vendor address.e. Using the TAB key, move to Zip Code field(s) and type desired zip code for vendor address.f. Using the TAB key, move to Country Code field and type desired country code for vendor address.g. Using the TAB key, move to Parish Code field and type desired parish code for vendor address.h. Using the TAB key, move to Contact Person field and type desired contact person name.i. Using the TAB key, move to Contact Position field and type desired contact person title.j. Using the TAB key, move to Contact Phone field(s) and type desired contact phone number.k. Using the TAB key, move to Toll Free Number field(s) and type desired toll free phone number.l. Using the TAB key, move to E-Mail Address field and type desired e-mail address.m. Using the TAB key, move to FAX Number field and type desired fax number.n. Using the TAB key, move to FAX Document field and type desired fax document.
	4. Press RETURN/ENTER.

VENDOR DATABASE MAINTENANCE

PROCEDURES

3.2 Change Vendor Address Table

Cross-Reference

Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

VADR

Vendor Address Table

```

ENTER FUNCTION: ..... TRANS: VADR
DATE:
VENDOR ADDRESS TABLE
TIME:
KEY IS VENDOR NUMBER AND ADDRESS TYPE
TERM:

VENDOR NUMBER.....: .....
ADDRESS TYPE.....: .:
VENDOR NAME 1.....:
VENDOR NAME 2.....:
ADDRESS LINE 1.....:
ADDRESS LINE 2.....:
CITY.....:
STATE.....:
ZIP CODE.....: - -
COUNTRY CODE.....:
PARISH CODE.....:
CONTACT PERSON.....:
CONTACT POSITION.....:
CONTACT PHONE.....: ... - ... - ... - ...
TOLL FREE NUMBER...: ... - ... - ...
E-MAIL ADDRESS.....: .....
FAX NUMBER.....: ... - ... - ... FAX DOCUMENT: .

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Purpose

The purpose of the Vendor Address Table is to provide the user with the ability to add and maintain vendor address records. At least one address record (general address) must be present before the status on the vendor record can be set to active. Access is granted only to those vendors for which the user has security access.

Screen

Characteristics

Add, Change, Delete and Inquire VADR Table.

Procedure

Cross-Reference

Chapter 2 Vendor Database Maintenance;

- 3.1 Add Vendor Address Table
- 3.2 Change Vendor Address Table
- 3.3 Delete Vendor Address Table
- 3.4 Inquire Vendor Address Table

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Vendor Number	11	Unprotected. Key. Required. If left blank the system will start with the first vendor in the database. If entered, the screen will return an address for the specified vendor.
Address Type	1	Unprotected. Key. Required. This code describes the type of address for the vendor number entered. Must be a valid entry in BTAB table VA (Vendor Address Type). NOTE: If the address type is '1' (general address) the record can be changed but cannot be deleted.
Address Title	30	Protected. This is the interpretation of the Address Code found in BTAB table VA (Vendor Address Type).
Vendor Name 1	30	Protected. This is the first line of the name of the vendor from the VEND table.
Vendor Name 2	30	Protected. This is the second line of the name of the vendor.
Address Line 1	25	Unprotected if not type 1 or 4. Required. The first line of the street address of the vendor.
Address Line 2	25	Unprotected if not type 1 or 4. Required. The second line of the street address of the vendor.
City	15	Unprotected if not type 1 or 4. Required. This is the city in which the vendor address is located.
State	2	Unprotected if not type 1 or 4. Required. This is the standard United States Postal Service two letter code for the state in which the vendor address is located. Must be a valid entry in BTAB table ST (State Code).
State Title	30	Protected. This is the interpretation of the State Code from BTAB table ST (State Code).

VENDOR DATABASE MAINTENANCE

DOCUMENTS

VADR: Vendor Address Table

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Zip Code	11	Unprotected if not type 1 or 4. Required. This is the zip code (for domestic vendor) or postal code (for foreign vendors) in which this vendor address is located.
Country Code	2	Unprotected if not type 1 or 4. Required. This code identifies the country in which this vendor address is located. Must be a valid entry in BTAB table CR (Country Code).
Country Title	30	Protected. An interpretation of the country code from BTAB table CR (Country Code).
Parish Code	2	Unprotected if not type 1 or 4. Required. This code identifies the parish in which this vendor address is located. Must be a valid entry in BTAB table CC (Parish Code).
Parish Title	30	Protected. An interpretation of the parish code from BTAB table CC (Parish Code).
Contact Person	35	Unprotected. Optional. The name of the person to contact if any communication with the vendor is necessary.
Contact Position	30	Unprotected. Optional. The position of the Contact Person identified for the vendor.
Contact Phone	14	Unprotected. Optional. The area code, exchange, number, and extension of the Contact Person for the vendor.
Toll Free Number	10	Unprotected. Optional. The exchange and number for the vendor's toll free number, if applicable.
E-Mail Address	50	Unprotected. Optional. The Internet mailbox which can be used for communication with the vendor.
FAX Number	10	Unprotected. Optional. The area code, exchange, and number for transmittal of FAX documents to the vendor.
FAX Document	1	Unprotected. Required if VADR address type = 2. Defaults to "N" on an add. Indicates if the vendor accepts automatically faxed documents. Valid entries are "S" (solicitation), "O" (order) or "B" (both) which must also be valid in the FC table in BTAB.

VAWD

Vendor Award History Table #1

[illegible]

Purpose

The purpose of the Vendor Award History Table is to provide the user with the ability to inquire the award history of a vendor. If desired, user can obtain more detail by leaving to the VAW2 Table. Access is restricted to only those vendors for which the user has security access.

Screen

Characteristics

Inquire VAWD Table.

Procedure

Cross-Reference

Chapter 2 Vendor Database Maintenance;

8.1 Inquire Vendor Record(s) Data.

Cross-ReferenceSteps

- q. Using Tab Key, move to Days ARO field and type desired days after receipt of order. Should agree with delivery terms text. Must be blank if weeks ARO is greater than spaces.
- r. Using Tab Key, move to Weeks ARO field and type desired weeks after receipt of order. Should agree with delivery terms text. Must be blank if days ARO is greater than spaces.
- s. Using Tab Key, move to Purchasing Agency field and type desired purchasing agency.
- t. Using Tab Key, move to Requisition Agency field and type desired requisitioning agency.
- u. Using Tab Key, move to Buyer Code field and type desired buyer code.
- v. Using Tab Key, move to Receipt Date field and type desired receipt date. Receipt date required for LDO document types and confirming orders only.
- w. Using Tab Key, move to Periodic Payment field and type desired periodic payment indicator.

3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.2 Change Order Header Records

Overview The AGPS user is provided the capability to maintain individual order header records for orders other than contract release order document types. This is accomplished by use of the ORD4 and ORD2 screens.

Inputs

- Required order number
- Required changes to order header record

Outputs

- Updated ORDR Table

Completing The Procedure

Cross-Reference

Steps

1. Determine order record to be changed and the required changes. If the change is to a contract release order document type, OFST must be used.

ORDR 4: ORD4 **Order Number** must be a valid and active record in the ORDR Table.

AGCY 4: AGCY **Purchasing Agency** must be a valid and active agency in the AGCY Table.
Requisitioning Agency must be a valid and active agency in the AGCY Table.
Bill-To Agency must be a valid and active agency in the AGCY Table.
Ship-To Agency must be a valid and active agency in the AGCY Table.

AGCY 4: AADR **Bill-To Sub-Agency**, combined with bill-to agency, must be a valid and active sub-agency in the AADR Table.
Ship-To Sub-Agency, combined with ship-to agency, must be a valid and active sub-agency in the AADR Table.

AGCY 4: ABUY **Buyer Code**, combined with purchasing agency must be a valid buyer code record in the ABUY Table.

INST 4: BTAB **Document Type** must be a valid entry in BTAB Table DO (Document Type - Order).
Priority Code must be a valid entry in BTAB Table PI (Priority Code).

ORDER PROCESSING

PROCEDURES

1.2 Change Order Header Records

Cross-Reference

Steps

- ad. Using Tab Key, move to Whim field and type desired whim approval indicator.
- ae. Using Tab Key, move to T-Number field and type desired T-Number.
- af. Using Tab Key, move to Receipt Date field and type desired receipt date. Receipt date required for LDO document types and confirming orders only.
- ag. Using Tab Key, move to Periodic Payment field and type **Y** if order is to be processed for periodic payment.
- ah. Using Tab Key, move to Frequency field and type desired frequency of periodic payment if periodic payment is **Y**.
- ai. Using Tab Key, move to Day to Pay field and type desired day to pay if frequency greater than spaces and periodic payment is **Y**.

If frequency...	Then day to pay...
Bi-Weekly (B)	Type MO (Monday) and FR (Friday)
Semi-monthly (S) Not available at this time.	Type first two positions as 01 or 15 and last two as 16 or 28 or LA (for last day of the month)
Monthly (M)	Type first two positions as 01 , 28 or LA (for last day of the month)

- aj. Using Tab Key, move to Begin Pay Date field and type desired begin date of periodic payment processing if periodic payment is **Y**.
- ak. Using Tab Key, move to End Pay Date field and type desired ending date of periodic payment processing if periodic payment is **Y**.
- al. Using Tab Key, move to Auto Batch Pay field and type desired automatic batch payment indicator. Allowable entries are **Y** or **N**.

ORDER PROCESSING

PROCEDURES

1.2 Change Order Header Records

Cross-Reference

Steps

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

5. Change order header records in AGPS on ORD2.

ORDR 4: ORD2

- a. If you are not in the ORD2 screen, type **ORD2** in the Function Line and press RETURN/ENTER.
- b. Type **INQUIRE** in the Function Line.
- c. Using Tab Key, move to Order Number field and type desired order number.
- d. Press RETURN/ENTER. Requested order header record should be displayed.

6. Type **CHANGE** in the Function Line.

- a. Using Tab Key, move to FOB Point field and type desired point where the deliver-to agency accepts the ordered items. Will default to 'Destination' if not entered.
- b. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

7. Change Archive Order Indicator on ORD5.

ORDR 4: ORD5

- a. If you are not in the ORD5 screen, type **ORD5** in the Function Line and press RETURN/ENTER.
- b. Type **INQUIRE** in the Function Line.
- c. Using Tab Key, move to Order Number field and type desired order number.
- d. Press RETURN/ENTER. Requested order header record should be displayed.

ORDER PROCESSING

PROCEDURES

1.5 Add Fast Order Entry Record(s)

<u>Cross-Reference</u>	<u>Steps</u>
	<ul style="list-style-type: none">l. Using the TAB Key, move to Days ARO field and type desired days after receipt of order. Must be blank if weeks ARO is greater than spaces.m. Using the TAB Key, move to Weeks ARO field and type desired weeks after receipt of order. Must be blank if days ARO is greater than spaces.n. Using the TAB Key, move to T-Number field and type desired T-Number. Used for processing BAPV orders. Must be a valid t-number of a valid contract for the order line commodity number(s).o. Using the TAB Key, move to Bill-To (Agency) field and type desired bill-to agency number.p. Using the TAB Key, move to Bill-To (Sub-Agency) field and type desired bill-to sub-agency number.q. Using the TAB Key, move to Ship-To (Agency) field and type desired ship-to agency number.r. Using the TAB Key, move to Ship-To (Sub-Agency) field and type desired ship-to sub-agency number.s. Using the TAB Key, move to Quote Date field and type desired date quote for order award was received.t. Using the TAB Key, move to Confirm field and type desired confirming order indicator. Allowed entries are Y, N, or R.u. Using Tab Key, move to Receipt Date field and type desired receipt date. Receipt date required for LDO document types and confirming orders only.
ORDER LINE RECORD:	<ul style="list-style-type: none">v. Using the TAB Key, move to Line field and type desired order line number.w. Using the TAB Key, move to Comm field and type desired commodity number.

ORDER PROCESSING

PROCEDURES

1.5 Add Fast Order Entry Record(s)

Cross-Reference

Steps

If ...	Then ...
Order doc type is SPU	Commodity must be flagged as a prison enterprises item
Order doc type is STU	Commodity must be flagged as state use item
Order doc type is DCI	Commodity must be flagged as inventory center item

- x. Using the TAB Key, move to Qty field and type desired commodity quantity ordered.
- y. Using the TAB Key, move to U/M field and type desired commodity unit of measure ordered.
- x. Using the TAB Key, move to Price field and type desired commodity unit price ordered.
- z. Using the TAB Key, move to Days field and type desired days after receipt of order. If release order, days will default from contract. Should agree with delivery terms text. Must be blank if Weeks ARO is greater than spaces.
- aa. Using the TAB Key, move to Weeks field and type desired weeks after receipt of order. If release order, weeks will default from contract. Should agree with delivery terms text. Must be blank if Days ARO is greater than spaces.
- ab. Using the TAB Key, move to CAT# field and type desired catalog number if DISC% is greater than spaces.
- ac. Using the TAB Key, move to CAT\$ field and type desired catalog price if DISC% is greater than spaces.
- ad. Using the TAB Key, move to Contract field and type desired contract if different from contract number entered in header.
- ae. Using the TAB Key, move to KLIN field and type desired contract line number if contract is greater than spaces.

ORDER PROCESSING

PROCEDURES

1.5 Add Fast Order Entry Record(s)

Cross-Reference

Steps

- ORDER ACCOUNTING LINE:
- af. Using the TAB Key, move to Acct Dist field and type desired accounting distribution line number.
 - ag. Using the TAB Key, move to From Line field and type desired beginning order line number to be funded by this record. Must be blank if amount is greater than spaces.
 - ah. Using the TAB Key, move to To Line field and type desired ending order line number to be funded by this record. Must be blank if amount is greater than spaces.
 - ai. Using the TAB Key, move to Amount field and type desired funding amount to be funded by this record. Must be blank if from/to item is greater than spaces.
3. Press RETURN/ENTER.
- NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display accounting distribution field labels based on the paying agency's AGCY Table record Department Financial. If accounting distribution records were set up on AACG, they will be defaulted into the order accounting line on an add.
- a. Using the TAB Key, move to labeled accounting distribution entry field and type desired code in accordance with the field label.
4. Press RETURN/ENTER.
- NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.6 Change Fast Order Entry Record(s)

Overview The AGPS user is provided the capability to change all required order records (ORDR/OLIN/OACG) directly in the order database with a single screen. This is accomplished by use of the OFST screen.

- Inputs**
- Required order number
 - Required commodity item number
 - Required accounting line number
 - Required changes to header
 - Required changes to commodity item
 - Required changes to accounting line
- Outputs**
- Updated ORDR, OLIN and OACG Table

Completing The Procedure

Cross-Reference

Steps

1. Determine if fast order entry order record to be changed and the changes to be made to the record(s). If the FOB Point is other than destination, refer to 1.2 Change Order Header Records to change the FOB Point. Note that some values may not be changed if order line records exist for that order number.

AGCY 4: AGCY

Purchasing Agency must be a valid and active agency in the AGCY Table.

Requisitioning Agency must be a valid and active agency in the AGCY Table.

Bill-To Agency must be a valid and active agency in the AGCY Table.

Ship-To Agency must be a valid and active agency in the AGCY Table.

AGCY 4: ABUY

Buyer, combined with purchase agency, must be a valid and active buyer code record in the ABUY Table.

AGCY 4: AADR

Bill-To Sub-Agency, combined with bill-to agency, must be a valid and active sub-agency in the AADR Table.

ORDER PROCESSING

PROCEDURES

1.6 Change Fast Order Entry Record(s)

Cross-Reference

Steps

y. Using the TAB Key, move to Whim field and type desired whim approval indicator. Allowed entries are **P**, purchasing and **R**, requisitioning.

z. Using the TAB key, move to Acct Rqd field and type desired indicator.

If ...	Then ...
The order is required to be encumbered in the accounting system	Type Acct Rqd = Y
The order <u>is not</u> required to be encumbered in the accounting system	Type Acct Rqd = N

aa. Using Tab Key, move to Receipt Date field and type desired receipt date. Receipt date required for LDO document types and confirming orders only.

ab. Using the TAB Key, move to Contact field and type desired contact person name.

ac. Using the TAB Key, move to Phone field and type desired phone number for contact person.

ORDER LINE RECORD:

ad. Using the TAB Key, move to Stat field and type desired commodity item status code.

If ...	Then ...
Canceling order line	Type status code = 496-499
Re-activating order line	Type status code = 405

ae. Using the TAB Key, move to Comm field and type desired commodity number.

ORDER PROCESSING

PROCEDURES

1.6 Change Fast Order Entry Record(s)

Cross-Reference

Steps

If ...	Then ...
Order doc type is SPU	Commodity must be flagged as person enterprises item
Order doc type is STU	Commodity must be flagged as state use item
Order doc type is DCI	Commodity must be flagged as inventory center item

- af. Using the TAB Key, move to Fill/Kill field and type desired indicator. This is used to indicate on inventory center item orders if the inventory center will be permitted to back-order the item to fulfill the order from inventory. Allowable entries are **F** or **K**.
- ag. Using the TAB Key, move to No-Cost field and type desired commodity no-cost indicator. This is used to indicate if the commodity item is a no-cost item. Allowable entries are **Y** or **N**.
- ah. Using the TAB Key, move to Qty field and type desired commodity quantity ordered.
- ai. Using the TAB Key, move to Unit field and type desired commodity unit of measure ordered.
- aj. Using the TAB Key, move to Price field and type desired commodity unit price ordered.
- ak. Using the TAB Key, move to Days field and type desired days after receipt of order. Days will default from header. Contract release orders will not allow any changes. Should agree with delivery terms text. Must be blank if Weeks ARO are greater than spaces.
- al. Using the TAB Key, move to Weeks field and type desired weeks after receipt of order. Weeks will default from header. Contract release orders will not allow any changes. Should agree with delivery terms text. Must be blank if Days ARO are greater than spaces.
- am. Using the TAB Key, move to CAT# field and type desired catalog number if DISC% is greater than spaces.

ORDER PROCESSING

PROCEDURES

1.6 Change Fast Order Entry Record(s)

Cross-Reference	Steps
	<p>an. Using the TAB Key, move to CAT\$ field and type desired catalog price if DISC% is greater than spaces.</p> <p>ao. Using the TAB Key, move to Desc1 field and type desired commodity description change. If line two is to be changed, move to Desc2 and continue. Only two lines of description may be changed and resulting OMOD will contain only the two lines entered in OFST for that commodity.</p> <p>ap. Using the TAB Key, move to Ship-To (Agency) field and type desired ship-to agency number if different from header.</p> <p>aq. Using the TAB Key, move to Ship-To (Sub-Agency) field and type desired ship-to sub-agency number if different from header.</p> <p>ar. Using the TAB Key, move to Contract field and type desired contract if different from contract number entered in header.</p> <p>as. Using the TAB Key, move to KLIN field and type desired contract line number if Contract is greater than spaces.</p>
ORDER ACCOUNTING LINE	<p>at. Using the TAB Key, move to From Item field and type desired beginning order line number to be funded by this record. Must be blank if amount is greater than spaces.</p> <p>au. Using the TAB Key, move to Item field and type desired ending order line number to be funded by this record. Must be blank if amount is greater than spaces.</p> <p>av. Using the TAB Key, move to Agency field and type desired "paying agency" number for encumbrance processing to accounting.</p> <p>aw. Using the TAB Key, move to Amount field and type desired funding amount to be funded by this record. Must be blank if from/to item is greater than spaces.</p> <p>ax. Using the TAB Key, move to labeled accounting distribution entry field and type desired code in accordance with the field label.</p> <p>4. Press RETURN/ENTER.</p> <p>NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.</p>

1.7 Inquire Fast Order Entry Record(s)

Overview The AGPS user is provided the capability to inquire all order records (ORDR/OLIN/OACG) in the order database with a single screen. This is accomplished by use of the OFST screen.

Inputs

- Required order number
- Required commodity item number
- Required accounting line number
- Required commodity line scroll
- Required accounting line scroll

Outputs

- Display of requested ORDR, OLIN, OACG Table records

Completing The Procedure

Cross-Reference

Steps

1. Determine fast order entry order record(s) to be inquired.
 - ORDR 4: ORD4 **Order Number** must be a valid record in the ORDR Table.
 - ORDR 4: OLI4 **Order Line Number** must be a valid record in the OLIN Table.
 - ORDR 4: OACG **Order Accounting Line** must be a valid record in the OACG Table.
 - INST 4: BAAT User must have access in the BAAT Table for the purchasing agency records to process inquiry with this screen.
2. Inquire fast order entry records in AGPS.
 - ORDR 4: OFST
 - a. If you are not in the OFST screen, type **OFST** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line
 - c. Using Tab Key, move to Order Number field and type desired order number.

ORDER PROCESSING

PROCEDURES

2.1 Add Order Line Number Table

Cross-Reference

Steps

COMM 4: COM2

Commodity must be a valid and active commodity record in the COMM Table.

2. Add OLIN Table data into AGPS.

ORDR 4: OLI4

- a. If the user is not in the OLI4 screen, type **OLI4** in the Function Line and press RETURN/ENTER.
- b. Type **CLEAR** in the Function Line and press RETURN/ENTER. Screen data entry fields should be blanked and **ADD** inserted in the Function Line.
- c. Using the TAB key, move to Order Number field and type desired order number.
- d. Using the TAB key, move to Line Number field and type desired line number.
- e. Using the TAB key, move to Commodity Number field and type desired commodity number.

If ...	Then ...
Order document is SPU	Commodity must be flagged as a prison enterprises item
Order doc type is STU	Commodity must be flagged as a state use item
Order doc type is DCI	Commodity must be flagged as a inventory center item

- f. Using the TAB key, move to Order Quantity field and type desired ordered quantity.
- g. Using the TAB key, move to Unit of Measure field and type desired ordered unit of measure.
- h. Using the TAB key, move to Unit Price field and type desired ordered unit price for that commodity.

Cross-ReferenceSteps

3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

2.2 Change Order Line Number Table

Overview The AGPS user is provided the capability to change individual order lines for an existing order in AGPS. This is accomplished by use of the OLI4 screen.

Inputs

- Required order number
- Required order line number
- Required change(s) to order commodity line data

Outputs

- Updated OLIN Table

Completing The Procedure

Cross-Reference

Steps

1. Determine order line to be changed and the order number.

AGCY 4: AGCY **Delivery Agency** must be a valid and active agency in the AGCY Table.

AGCY 4: AADR **Delivery Sub-Agency**, combined with delivery agency, must be a valid and active sub-agency in the AADR Table.

INST 4: BTAB **Unit of Measure** must be a valid entry in BTAB Table UM (Unit Of Measure).

Order Line Status must be a valid entry in BTAB Table SO (Status Code - Order).

INST 4: BAAT User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen. User must have Movable Property Override Authority to process a change to the movable property indicator.

COMM 4: COM2 **Commodity** must be a valid and active commodity record in the COMM Table.

ORDR 4: ORD4 **Order Number** must be a valid and active record in the ORDR Table.

ORDR 4: OLI4 **Order Line Number** must be a valid and active record in the OLIN Table.

2. Change OLIN Table data in AGPS.

Cross-Reference

Steps

ORDR 4: OLI4

- a. If the user is not in the OLI4 screen, type **OLI4** in the Function Line and press RETURN/ENTER.
- b. Type **INQUIRE** in the Function Line.
- c. Using the TAB key, move to Order Number field and type desired order number.
- d. Using the TAB key, move to Line Number field and type desired line number.
- e. Press RETURN/ENTER. Requested order commodity line record should be displayed.

3. Type **CHANGE** in the Function Line.

- a. Using the TAB key, move to Status Code field and type desired status code.

If ...	Then ...
Canceling commodity line	Type status = 496-499
Re-activating order line	Type status code = 405

- b. Using the TAB key, move to Commodity Code field and type desired commodity number.
- c. Using the TAB key, move to Order Quantity field and type desired ordered quantity.
- d. Using the TAB Key, move to No Cost field and type desired commodity no cost indicator. This is used to indicate if the commodity item is a no cost item. Allowable entries are **Y** or **N**.
- e. Using the TAB key, move to Movable Property field and type desired movable property indicator. Allowable entries are **Y** or **N**.

<u>Cross-Reference</u>	<u>Steps</u>
	<ul style="list-style-type: none">f. Using the TAB key, move to Unit of Measure field and type desired unit of measure.g. Using the TAB key, move to Unit Price field and type desired ordered unit price for that commodity.h. Using the TAB key, move to Brand Name field and type desired brand name.i. Using the TAB key, move to Model field and type desired model.j. Using the TAB key, move to Periodic Pay Amt field and type desired periodic payment amount for the order line on an order flagged for periodic payment.k. Using the TAB key, move to Copy Line field and type desired copy line indicator. Allowable entries are Y or N. Y indicates that the line will be copied if the order is copied at a later date.l. Using the TAB key, move to Delivery Agency field and type desired delivery agency.m. Using the TAB key, move to Delivery Sub-Agency field and type desired delivery sub-agency.
	4. Press RETURN/ENTER.
	NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

2.3 Inquire Order Line Number Table

Overview The AGPS user is provided the capability to inquire individual order lines for an existing order in AGPS. This is accomplished by use of the OLI4 screen.

Inputs

- Required order number
- Required order line number

Outputs

- Display of the requested OLIN Table record

Completing The Procedure

Cross-Reference	Steps
	1. Determine order line to be inquired.
ORDR 4: ORD4	Order Number must be a valid and active record in the ORDR Table.
ORDR 4: OLI4	Order Line Number must be a valid record in the OLIN Table.
INST 4: BAAT	User must have access authority in the BAAT Table for the purchasing agency records to process this screen.
	2. Inquire OLIN Table data in AGPS.
ORDR 4: OLI4	<p>a. If the user is not in the OLI4 screen, type OLI4 in the Function Line and press RETURN/ENTER.</p> <p>b. Type INQUIRE in the Function Line.</p> <p>c. Using the TAB key, move to Order Number field and type desired order number.</p> <p>d. Using the TAB key, move to Line Number field and type desired line number.</p>
	3. Press RETURN/ENTER.
	NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested order line record.

8.3 Inquire Contract Release Orders

Overview The AGPS user is provided the capability to inquire contract release orders in the order database. This is accomplished by use of the OFST screen.

Inputs

- Required order number
- Required order line number
- Required order accounting distribution number

Outputs

- Display of requested ORDR/OLIN/OACG Table record(s)

Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine contract release order to be inquired.
ORDR 4: OFST	Order Number must be key to a valid contract release order record in the ORDR Table.
ORDR 4: OFST	Line Number must be key to a valid contract release order line record in the OLIN Table.
ORDR 4: OFST	Acct Dist Number must be key to a valid contract release order accounting distribution record in the OACG Table.
	2. Inquire contract release Order Header Table record.
ORDR 4: OFST	a. Inquire order header using procedures of 1.7 Inquire Fast Order Entry Record(s) above using desired contract release order number.
	3. Inquire contract release Order Line Table record.
ORDR 4: OFST	a. Inquire order line using procedures of 1.7 Inquire Fast Order Entry Record(s) above and desired order line number.
	4. Inquire contract release Order Accounting Distribution Table record.
ORDR 4: OFST	a. Inquire order accounting distribution table record using procedures of 1.7 Inquire Fast Order Entry Record(s) above and desired order accounting distribution line number.

9 PROCESS INVENTORY CENTER ITEM ORDERS

9.1 Add Inventory Center Item Orders

Inventory Control Sub-System not in use.

Overview The AGPS user is provided the capability to add inventory center item orders directly to the order database. This is accomplished by use of the OFST screen.

Inputs • Required inventory center item order information

Outputs • Updated ORDR/OLIN/OACG Table

Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine inventory center item order requirement(s).
COMM 4: COM2	Commodity Number must be key to a valid and active commodity record in the COMM Table flagged as an Inventory Center Item.
COMM 4: CAIN	Commodity Number must be key to a valid record on the CAIN Table.
	Warehouse Code must be a valid AFS Warehouse Code.
	2. Add inventory center item Order Header Table record.
ORDR 4: OFST	a. Add order header using procedures of 1.5 Add Fast Order Entry Record(s) above using document type DCI .
	DCI - Inventory Center Item (Order Entry)
	3. Add inventory center item Order Line Table record.
ORDR 4: OFST	a. Add order line using procedures of 1.5 Add Fast Order Entry Record(s) above.
	4. Add inventory center item Order Accounting Distribution Table record.
ORDR 4: OFST	a. Add order accounting distribution table record using procedures of 1.5 Add Fast Order Entry Record(s) above.

9.2 Change Inventory Center Item Orders

Inventory Control Sub-System not in use.

Overview The AGPS user is provided the capability to change inventory center item orders in the order database. This is accomplished by the use of the OFST screen.

Inputs

- Required order number
- Required order line number
- Required order accounting distribution number
- Required change to order header
- Required change to order line
- Required change to order accounting distribution

Outputs

- Updated ORDR/OLIN/OACG Table

Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine change to inventory center item order requirement(s).
ORDR 4: OFST	Order Number must be key to a valid and active inventory center item order record in the ORDR Table.
ORDR 4: OFST	Line Number must be key to a valid and active inventory center item order line record in the OLIN Table.
ORDR 4: OFST	Acct Dist Number must be key to a valid and active inventory center item order accounting distribution record in the OACG Table.
	2. Change inventory center item Order Header Table record.
ORDR 4: OFST	a. Change order header using procedures of 1.6 Change Fast Order Entry Record(s) above.
	3. Change inventory center item Order Line Table record.
ORDR 4: OFST	a. Change order line using procedures of 1.6 Change Fast Order Entry Record(s) above.

ORDER PROCESSING

PROCEDURES

9.2 Change Inventory Center Item Orders

Cross-Reference

Steps

- | | | |
|--------------|----|--|
| | 4. | Change inventory center item Order Accounting Distribution Table record. |
| ORDR 4: OFST | a. | Change order accounting distribution table record using procedures of 1.6 Change Fast Order Entry Record(s) above. |

9.3 Inquire Inventory Center Item Orders

Inventory Control Sub-System not in use.

Overview The AGPS user is provided the capability to inquire inventory center item orders in the order database. This is accomplished by use of the OFST screen.

Inputs

- Required order number
- Required order line number
- Required order accounting distribution number

Outputs

- Display of requested ORDR/OLIN/OACG Table record(s)

Completing The Procedure

Cross-Reference

Steps

1. Determine inventory center item order to be inquired.
 - ORDR 4: OFST **Order Number** must be key to a valid inventory center item order record in the ORDR Table.
 - ORDR 4: OFST **Line Number** must be key to a valid inventory center item order line record in the OLIN Table.
 - ORDR 4: OFST **Acct Dist Number** must be key to a valid inventory center item order accounting distribution record in the OACG Table.
2. Inquire inventory center item Order Header Table record.
 - ORDR 4: OFST a. Inquire order header using procedures of 1.7 Inquire Fast Order Entry Record(s) above using desired inventory center item order number.
3. Inquire inventory center item Order Line Table record.
 - ORDR 4: OFST a. Inquire order line using procedures of 1.7 Inquire Fast Order Entry Record(s) above and desired order line number.
4. Inquire inventory center item Order Accounting Distribution Table record.
 - ORDR 4: OFST a. Inquire order accounting distribution table record using procedures of 1.7 Inquire Fast Order Entry Record(s) above and desired order accounting distribution line number.

10. PRINT ORDERS

10.1 How To Print Orders

Overview The AGPS user is provided the capability to identify orders for printing in AGPS. This is accomplished by the use of the ORD4/OFST screen.

Inputs

- Required order number
- Required status code

Outputs

- Updated ORDR Table
- Printed order document(s)

Completing The Procedure

Cross-Reference

Steps

1. Determine orders to be printed.
2. Print orders in AGPS.

ORDR 4: ORD4 a. Change order header status using procedures of 1.2 Change Order Header Table above. Or,

ORDR 4: OFST b. Change order header status using procedures of 1.6 Change Fast Order Entry Record(s) above.

440 - Print order on-line to remote printer.

NOTE: If the CONFIRM field is Y or R, status code 440 must be used to print the order. Status 450 does not build the receipt, invoice, and payment records.

450 - Print order during nightly batch order print if remote printer not available.

NOTE: Nightly batch order print program will determine those orders that will result in printed order documents.

ORDER PROCESSING

DOCUMENTS

OFST: Fast Order Entry Table

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Purch Agcy	6	Unprotected. Required on add. Must be a valid and active entry in AGCY Table.
Buyer	3	Unprotected. Required. Used to indicate the buyer responsible for the purchase action.
Contract	10	Unprotected. Required if specified document type is for a contract release order or a blanket order against contract (BPC).
Disc%	2.2	Unprotected. Optional entry. Used to indicate the prompt payment discount offered by the specified vendor.
Days	3	Unprotected. Optional entry. Used to indicate the number of days the offered discount will be valid after receipt of invoice.
Days ARO	3	Unprotected. Required for add. Used to indicated the number of days for delivery after receipt of order by the specified vendor. Should be zero if Weeks ARO is greater than zero.
Weeks ARO	3	Unprotected. Required for add. Used to indicated the number of weeks for delivery after receipt of order by the specified vendor. Should be zero if Days ARO is greater than zero.
T-Number	5	Unprotected. Optional entry. Required if order document type is multi-vendor order (BPV). Must be valid code in BTAB Table TA (T-Number).
Bill-To (Agency)	6	Unprotected. Required on add. Must be a valid and active entry in AGCY Table.
Bill-To (Sub-Agency)	6	Unprotected. Required on add. Must be a valid and active entry in AADR Table when combined with the Bill to Agency.
Ship-To (Agency)	6	Unprotected. Required on add. Must be a valid and active entry in AGCY Table.
Ship-To (Sub-Agency)	6	Unprotected. Required on add. Must be a valid and active entry in AADR Table when combined with the Ship to Agency.
Ref #	10	Unprotected. Optional Entry. Used to indicate agency requisition (reference) number for this order.
Quote Date	8	Unprotected. Date required if document type is other than a contract release document type. Must be valid date and format; MM/DD/YY.

ORDER PROCESSING

DOCUMENTS

OFST: Fast Order Entry Table

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date Created	8	Protected. Display of the ORDR creation date.
Print	1	Unprotected. Optional entry. Used to indicate if the order document is to be printed when status is set to 440/450.
Confirm	1	Unprotected. Requires (Y) Yes, (N) No or (R) Record Receipt entry. Y or R builds the OREC, ORLN, OINV, OILN and OPAY records. Y will post the OREC/OINV records and build the OPAY records, and will only require the payment to be approved on OPAY. R will require the user to post the OREC records and approve the payment on OPAY. If the Print Flag is set to Y, CONFIRMING ORDER will be printed on the Order face sheet. The system generates a vendor invoice number for confirming orders.
Acct Rqd	1	Unprotected. Valid entries are Y or N. Default is Y. Used to indicate whether or not an order is required to be encumbered in accounting.
Recpt Dt	8	Unprotected. Used to enter the receipt date for LDO and "confirming" orders. Date must be valid and equal to or less than current date.
Order Amt	9.2	Unprotected. Display of ORDR total amount.
# Items	5	Protected. Maintained by the system. Used to indicate the number of order line item records that exist for this order.
Whim	1	Unprotected. Used to indicate if a 'whim' approval is required. P is for a purchasing level approval and R is for a requisitioning agency level approval.
Contact	30	Unprotected. Optional entry. Used to identify the point of contact for this order.
Ph	3/3/4/4	Protected. Optional entry. Phone number of the point of contact. Area code through digit must be numeric.
W/H Code	4	Protected. Required if document is a stock request or a stock replenishment type requisition. Indicates the warehouse code location of the item in inventory.
COMMODITY LINE:		
Scroll	1	Unprotected. Optional entry. Required if scroll of order lines is desired. 'T' will result in the display of order lines with the first order line in the first line position. 'B' will result in the display of the last order line in the first line position. 'U' will result in the order lines being scrolled 'up' two lines from the last line number displayed on the screen. 'D' will result in the order lines being scrolled 'down' two lines from the first line number displayed on the screen.

ORDER PROCESSING

DOCUMENTS

OFST: Fast Order Entry Table

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Line	5	Unprotected. Required for add of order line. User will enter desired order line number to be added. Edits in the system will prevent the add of duplicate line numbers. If document type is BPV, line number, combined with commodity number, must be key to a valid KLIN of contract in the referenced T-Number.
Stat	3	Unprotected. Must be 400 on add. If left blank on add, will default to '405'.
Comm (3/2/6)	11	Unprotected. Required for add. Entry must be a key to a valid commodity record in the COMM Table. Edits in the program will prevent purchase of items at the 'class' (xxx 00 000000) level; all purchases must be at the sub-class or item level.
Inv Item#	3	Protected. Required if document is a stock request or a stock replenishment type requisition. Indicates the inventory item number in the inventory system.
Fill/Kill	1	Unprotected. Required for DCI order document types. Used to indicate if an item should be put on back-order from inventory (if not in stock in inventory) or if the requirement should be killed. Allowable entries are F or K. If K and item is not in stock in inventory, a CNX or CNL Order Change Order will be required to cancel the item from the order.
No Cost	1	Unprotected. Used to indicate if commodity purchased is no cost.
Qty	6.3	Unprotected. Required for add. Entry must be numeric and greater than zero.
Unit	5	Unprotected. Required for add. Must be a valid entry in BTAB Table UM (Unit of Measure). If KLIN is greater than spaces, must be equal the unit of measure on the referenced KLIN.
Price	7.5	Unprotected. Required for add. If KLIN is greater than spaces, leave blank and program will move KLIN unit price. If KLIN is Disc % Off Catalog, leave blank, system will compute (Catalog price - (catalog price * disc % off catalog)).
Amount	9.2	Protected. Computed by the system (quantity * price).
Days	3	Unprotected. Required for add, unless you are processing a contract release order. Used to indicate the number of days for delivery after receipt of order by the specified vendor. Should be zero if Weeks ARO is greater than zero. Release orders, days default from contract and do not need to be entered.

ORDER PROCESSING

DOCUMENTS

OFST: Fast Order Entry Table

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Weeks	3	Unprotected. Required for add, unless you are processing a contract release order. Used to indicate the number of weeks for delivery after receipt of order by the specified vendor. Should be zero if Days ARO is greater than zero. Release orders, weeks default from contract and do not need to be entered.
Cat#/Ind	10/1	Unprotected. Required if KLIN is Disc % Off Catalog. The catalog item is a series of numbers used by the vendor to identify a specific catalog item. The one position indicator (A-Z) will identify a different tier pricing for the catalog item, if applicable. The user may enter the required indicator to select the correct tier pricing if relative to the purchase. If entered, catalog price must also be entered. Indicator may be left blank.
Cat\$	9.5	Unprotected. Required if KLIN is Disc % Off Catalog.
Disc %	3.2	Protected. Display of Discount % Off Catalog from KLIN record, if applicable.
Desc1	40	Unprotected. Optional entry. If left blank, will default to CSPC description for referenced commodity number. If text is entered, an OMOD will be created using entered text.
Ship-To (Agency)	6	Unprotected. Optional entry. If left blank, will default to header ship to agency.
Ship-To (Sub-Agency)	6	Unprotected. Optional entry. If left blank, will default to header ship to sub-agency.
Desc2	40	Unprotected. Optional entry. If left blank, will default to CSPC description for referenced commodity number. If text is entered, an OMOD will be created using entered text.
KONT	10	Unprotected. Optional entry. If left blank, will default to contract number entered in order header information.
KLIN (Contract Line)	5	Unprotected. Required if 'contract number' is greater than spaces.

NOTE: If description is entered on description lines 1 or 1 and 2, an OMOD record will be created with only those lines of text present. If function is CHANGE and an OMOD already exists, it will be replaced with entered description of one or two lines.

ACCOUNTING LINE:

Scroll	1	Unprotected. Optional entry. Required if scroll of accounting lines is desired. 'T' will result in the display of accounting lines with the first accounting line in the database for the referenced order. 'B' will result in the display of the last accounting line in the database for the referenced order. 'U' will result in the accounting lines being scrolled 'up' one line from the accounting line number
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OLI4 Order Line Number Table #4

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ENTER FUNCTION: ..... TRANS:  OLI4
ORDER LINE HEADER TABLE #4
KEY IS ORDER NUMBER AND LINE NUMBER

ORDER NUMBER.....: ..... :
DOCUMENT TYPE.....: ..... :
LINE NUMBER.....: ..... :
STATUS CODE.....: ..... :
STATUS CHANGE DATE..: ..... AWARD DATE:
COMMODITY CODE.....: ..... : .....
.....
.....
ORDER QUANTITY.....: ..... TAX AMOUNT: ..... NO COST: .
MOVABLE PROPERTY....: . INVENTORY ITEM NBR: ...
UNIT OF MEASURE.....: ..... :
UNIT PRICE.....: ..... EXTENDED AMT.:
BRAND NAME.....: ..... MODEL.....: .....
PERIODIC PAY AMT....: ..... COPY LINE.....: .
DELIVERY AGENCY.....: ..... :
DELIVERY SUB-AGY....: ..... :
USER ID LAST CHANGE.: ..... DATE LAST CHANGED..:

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Purpose

The purpose of the Order Line Number Table #4 is to provide the user with the capability to create order lines and to maintain and inquiry those lines. Access is granted only to those orders for which the user has security access.

Screen**Characteristics**

Add, Change, Delete and Inquire OLIN Table.

Procedure**Cross-Reference**

Chapter 2 Order Processing;

- 2.1 Add Order Line Number Table
- 2.2 Change Order Line Number Table
- 2.3 Inquire Order Line Number Table

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Order Number	10	Unprotected. Key. Required. Specifies the order number to which a line is to be added or maintained. If left blank the system will return an inquiry screen starting with the first order number in the database.
Order Title	40	Protected. The title of the order as provided from the Order table.
Document Type	3	Protected. On an add will be populated by the document type of the Manual Agency Order.
Document Type Title	30	Protected. An interpretation of the document type from BTAB Table DO (Document Type - Order)
Line Number	5	Unprotected. Key. Required. Specifies the line number to be added, changed or inquired. If left blank on inquiry the system will return the first line number for the order number specified.
Status Code	3	Unprotected. Required. On an add it must be 400.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SO (Status Code - Order).
Status Change Date	8	Protected. Date the status code was last changed.
Award Date	8	Protected. The date that the order was awarded.
Commodity Code	11	Unprotected. Required. Reflects the commodity code for the item ordered. Must be a valid entry in the Commodity (COMM) table.
Commodity Description	38	Protected. First five lines of the commodity specification. Displays the text record for the Commodity Number, or the OMOD description if one was entered.
Order Quantity	6.3	Unprotected. Required. Reflects the quantity of the release order.

ORDER PROCESSING

DOCUMENTS

OLI4: Order Line Number Table #4

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Tax Amount	9.2	Unprotected. Not a required entry. This is for the tax amount of the item ordered if it falls within that category.
No Cost	1	Unprotected. Used to indicate if commodity purchased is no cost.
Movable Property	1	Unprotected. Used to indicate if commodity purchased is Movable Property. Valid entries are Y or N. If left blank, will default based on the movable property indicator from the COMM record and the movable property value from the BINS Table.
Inventory Item Nbr	3	Protected. Required if document is a stock request or a stock replenishment. Indicates the inventory item number for the commodity being purchased from inventory.
Unit of Measure	5	Unprotected. Required. Must be a valid entry in BTAB Table UM (Unit Of Measure).
Unit of Measure Title	30	Protected. interpretation of the unit of measure code from BTAB Table UM (Unit of Measure).
Unit Price	7.5	Unprotected. The unit price will be placed here.
Extended Amount	9.2	Protected. Calculated by the system as 'Order Quantity' times 'Unit Price'.
Brand Name	20	Unprotected. If used it would reflect the brand name of the item for which the order is placed.
Model	20	Unprotected. If used it would reflect the model of the item for which the order was placed.
Copy Line	1	Unprotected. Used to indicate if the line is to copied during the Order Copy process. Valid entries are Y or N. Default is Y.
Periodic Pay Amt	9.2	Unprotected. Used to indicate the payment amount to be paid each period for the periodic payment process.
Delivery Agency	6	Unprotected. This is the delivery agency to which the items will be shipped.
Delivery Agency Title	35	Protected. The title of the agency as provided from the Agency table.
Delivery Sub-Agency	6	Unprotected. This is the delivery agency address to which the item will be shipped.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Delivery Sub-Agency	35	Protected. The title of the sub-agency as provided Title from the Agency Address table.
User Id Last Change	8	Protected. User ID used to make the last record change.
Date Last Change	8	Protected. Date of last change to this order line record.

ORDER PROCESSING

DOCUMENTS

ORD4: Order Header Table #4

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Purchasing Agency Title	35	Protected. The agency name as provided from Name the Agency table.
Fax	1	Unprotected. Defaults to "N" on add if spaces. Used to indicate if order can be faxed to the vendor.
Requisition Agency	6	Unprotected. Required entry. The agency number of the agency performing the requisition function for the ordering agency.
Requisition Agency Title	35	Protected. The agency name as provided from Name the Agency table.
Enc Stat	1	Protected. Display of the order encumbrance status from the ORDR Header record.
Buyer Code	3	Unprotected. Required. This is the buyer within the purchasing agency that is handling the order.
Buyer Name	35	Protected. The interpretation of the buyer code from the ABUY table.
Whim	1	Unprotected. Optional entry. Used to indicate if this record may require an approval not covered by any prior approval.
T-Number	5	Unprotected: Optional entry. Required for processing if order document type is a multi-vendor order. Entry must be a valid entry in BTAB Table TA (T-Number). Should be the same T-Number as on the referenced contract number.
T-Number Title	30	Protected. Inferred interpretation of T-Number code from BTAB Table TA.
W/H Code	4	Protected. Required if document is a stock request or a stock replenishment type requisition. Indicates the warehouse code location of the item in inventory.
Receipt Date	8	Unprotected. Used to enter the receipt date for LDO and "confirming" orders. Date must be valid and equal to or less than current date.
Per Pay	1	Unprotected. Optional. Used to indicate if this order is subject to periodic payments. If this indicator is Y and the related BINS indicator is Y, all required records for the receipt/invoice/payment process will automatically be created with the payment record(s) ready for approval.
Frequency	1	Unprotected. Used to indicate the frequency of periodic payments (i.e., B - Bi-Weekly, S - Semi-Monthly, M - Monthly). Must be a valid entry in BTAB Table FR (Payment Frequency Codes).

ORDER PROCESSING

DOCUMENTS

ORD4: Order Header Table #4

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Day To Pay	4	Unprotected. This entry is used to indicate the payment day within the begin and end pay date range that the payment will be processed. If bi-weekly, the first two positions will be 'MO' (Monday) - 'FR' (Friday) and the last two spaces. If semi-monthly, the first two positions will be '01' - '15' and the last two '16' - '28' or 'LA' for the last day of the month. If monthly, the first two positions will be '01' - '28' or 'LA' for the last day of the month.
Begin Pay Date	8	Unprotected. Optional entry. Used to indicate the begin date for processing of periodic payments for this order. Not required for an annual periodic payment.
End Pay Date	8	Unprotected. Optional entry. Used to indicate the end date for processing of periodic payments for this order. Not required for an annual periodic payment.
Auto Batch Pay	1	Unprotected. Optional entry. Used to indicate (Y/N) if the automatic batch payment process is to be used or not in the periodic payment process. If left blank, will default to 'N'.
Sched Pay Date 1	8	Protected. Display of the computed next scheduled payment date based on the Day to Pay and the BHOL (non-work day) Table.
Sched Pay Date 2	8	Protected. Used for Semi-Monthly processing. Display of the computed next scheduled payment date in the second half of a month based on the Day to Pay, Sched Pay Date 1 and the BHOL (non-work day) Table.
Last Paid	8	Protected. Inferred date of last payment made for periodic payment against this order.
Total Amount	9.2	Protected. Reflects the total dollar value on all lines associated with this order.
Tax Amount	9.2	Protected. If applicable, this field represents the total amount of tax owed against this order.
No. Lines	5	Protected. Displays number of order line (OLIN) records that exist for the order.

ORDER CHANGE PROCESSING

PROCEDURES

2.1 Add Order Change Line Number

Cross-Reference	Steps
AGCY 4: AGCY	Delivery Agency must be a valid and active agency in the AGCY Table.
AGCY 4: AADR	Delivery Sub-Agency , combined with delivery agency, must be a valid and active sub-agency in the AADR Table.
INST 4: BTAB	Unit of Measure must be a valid entry in BTAB Table UM (Unit Of Measure). Order Change Line Status must be a valid entry in BTAB Table SO (Status Code - Order).
INST 4: BAAT	User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen.
COMM 4: COM2	Commodity must be a valid and active commodity record in the COMM Table.
	2. Add OCLN Table data into AGPS.
OCHG 4: OCLN	<ol style="list-style-type: none">If the user is not in the OCLN screen, type OCLN in the Function Line and press RETURN/ENTER.Type CLEAR in the Function Line and press RETURN/ENTER. Screen data entry fields should be blanked and ADD inserted in the Function Line.Using the TAB key, move to Order Number field and type desired order number.Using the TAB key, move to Order Change No. field and type desired order change number.Using the TAB key, move to Change Order Line # field and type desired order/order change line number.Using the TAB key, move to New Line (Y or N) field and type desired new line indicator. If changing an existing line, type N else type Y. NOTE: If New Line is N, Skip to step 3 below.Using the TAB key, move to the Contract Number field and type desired contract number if applicable.Using the TAB key, move to the Contract Line field and type desired contract line number if applicable.

ORDER CHANGE PROCESSING

PROCEDURES

2.1 Add Order Change Line Number

Cross-Reference

Steps

- i. Using the TAB key, move to the Days field. On Contracts, Days (if applicable) will default and cannot be changed. Non-contract items, Days (if applicable) will default from order header but can be changed.
- j. Using the TAB key, move to the Weeks field. On Contracts, Weeks (if applicable) will default and cannot be changed. Non-contract items, Weeks (if applicable) will default from order header but can be changed.
- k. Using the TAB key, move to Commodity Number field and type commodity number of order line being changed. If new line is **Y**, see the following table.

If ...	Then ...
Order doc type is SPU	Commodity must be flagged as a prison enterprises item
Order doc type is STU	Commodity must be flagged as a state use item
Order doc type is DCI	Commodity must be flagged as a inventory center item

- l. Using the TAB key, move to Order Quantity field and type desired ordered quantity.
- m. Using the TAB key, move to Unit of Measure field and type desired ordered unit of measure.
- n. Using the TAB key, move to Unit Price field and type desired ordered unit price for that commodity.
- o. Using the TAB key, move to Delivery Agency field and type desired delivery agency number.
- p. Using the TAB key, move to Delivery Sub-Agy field and type desired delivery sub-agency number.

ORDER CHANGE PROCESSING

PROCEDURES

2.2 Change Order Change Line Number

Cross-Reference	Steps
INST 4: BAAT	User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen. User must have Movable Property Override Authority to process a change to the movable property indicator.
COMM 4: COM2	Commodity must be a valid and active commodity record in the COMM Table.
OCHG 4: OCLN	<ol style="list-style-type: none">2. Change OCLN Table data in AGPS.<ol style="list-style-type: none">a. If the user is not in the OCLN screen, type OCLN in the Function Line and press RETURN/ENTER.b. Type INQUIRE in the Function Line.c. Using the TAB key, move to Order Number field and type desired order number.d. Using the TAB key, move to Order Change No. field and type desired order change number.e. Using the TAB key, move to Change Line Number field and type desired order change line number.f. Press RETURN/ENTER. Requested order change commodity line record should be displayed.3. Type CHANGE in the Function Line.<ol style="list-style-type: none">a. Using the TAB key, move to the Days field. If contract item, Days (if applicable) will default and cannot be changed. Non-contract items, Days (if applicable) will default from order header but can be changed.b. Using the TAB key, move to the Weeks field. If contract item, Weeks (if applicable) will default and cannot be changed. Non-contract items, Weeks (if applicable) will default from order header but can be changed.c. Using the TAB key, move to Status Code field and type desired status code.

ORDER CHANGE PROCESSING

PROCEDURES

2.2 Change Order Change Line Number

Cross-Reference

Steps

If ...	Then ...
Activating commodity line	Type status = 405
Canceling commodity line	Type status = 496
Re-activating commodity line	Type status = 405

- d. Using the TAB key, move to Commodity Number field and type desired commodity number.
- e. Using the TAB key, move to Movable Prop field and type desired movable property indicator. Allowable entries are **Y** or **N**.

NOTE: The Movable Property flag cannot be changed on an existing order line.

- f. Using the TAB key, move to Order Quantity field and type desired ordered quantity.

NOTE: If OCLN is for an existing line, order quantity will be entered as follows:

INCREASE: If the original order quantity was 10 and an increase of six (6) is desired, order quantity will be entered as 16.

DECREASE: If the original order quantity was 10 and a decrease of six (6) is desired, order quantity will be entered as 4.

- g. Using the TAB key, move to No Cost field and type desired no cost indicator. Allowed entries are **Y** or **N**.
- h. Using the TAB key, move to Unit of Measure field and type desired unit of measure.
- i. Using the TAB key, move to Unit Price field and type desired ordered unit price for that commodity.
- j. Using the TAB key, move to Periodic Pay Amt field and type desired periodic payment amount for the order line on an order flagged for periodic payment.

ORDER CHANGE PROCESSING

PROCEDURES

2.2 Change Order Change Line Number

Cross-Reference

Steps

- k. Using the TAB key, move to Frequency field and type desired frequency for payment of periodic payment amount for the order change line on an order flagged for periodic payment.
- l. Using the TAB key, move to Sub Allowed field and type desired indicator. Used to indicate on distribution center item orders if the distribution center will be allowed to substitute another commodity for the ordered commodity. Allowable entries are **Y** or **N**. (N/A)
- m. Using the TAB key, move to Delivery Agency field and type desired delivery agency.
- n. Using the TAB key, move to Delivery Sub-Agency field and type desired delivery sub-agency.

- 4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

2.3 Inquire Order Change Line Number

Overview The AGPS user is provided the capability to inquire individual order change lines for an existing order change in AGPS. This is accomplished by use of the OCLN screen.

- Inputs**
- Required order number
 - Required order change number
 - Required order change line number
- Outputs**
- Display of the requested OCLN Table record

Completing The Procedure

Cross-Reference	Steps
	1. Determine order change line to be inquired.
ORDR 4: ORD4	Order Number must be key to a valid and active order record in the ORDR Table.
OCHG 4: OCHG	Order Change No. , combined with order number, must be a valid and active order change record in the OCHG Table.
OCHG 4: OCLN	Change Line Number , combined with order change no., must be key to a valid and active order change line record in the OCLN Table.
INST 4: BAAT	User must have access authority in the BAAT Table for the purchasing agency records to process this screen.
	2. Inquire OCLN Table data in AGPS.
OCHG 4: OCLN	a. If the user is not in the OCLN screen, type OCLN in the Function Line and press RETURN/ENTER.
	b. Type INQUIRE in the Function Line.
	c. Using the TAB key, move to Order Number field and type desired order number.
	d. Using the TAB key, move to Order Change No. field and type desired order change number.

ORDER CHANGE PROCESSING

PROCEDURES

7.3 Inquire Contract Release Order Changes

<u>Cross-Reference</u>	<u>Steps</u>
OCHG 4: OCLN	<ol style="list-style-type: none">a. Inquire order change line using procedures of 2.3 Inquire Order Change Line Number above.4. Inquire contract release order Order Change Order Accounting Distribution Table record.
OCHG 4: OCAC	<ol style="list-style-type: none">a. Inquire order change order accounting distribution table record using procedures of 3.4 Inquire Order Change Order Accounting Distribution Table above.

8 PROCESS INVENTORY CENTER ITEM ORDER CHANGES

8.1 Add Inventory Center Item Order Changes

Inventory Control Sub-System not in use.

Overview The AGPS user is provided the capability to add inventory center item order changes for change of inventory center item orders in the order change database. This is accomplished by use of the OCHG, OCLN and OCAC screens.

Inputs

- Required inventory center item order number
- Required order change number
- Required change type
- Required commodity line changes/information
- Required accounting distribution changes/information

Outputs

- Updated OCHG/OCLN/OCAC Table

Completing The Procedure

Cross-Reference

Steps

1. Determine inventory center item order change requirement(s).

COMM 4: COM2 Commodity Number must be key to a valid and active commodity record in the COMM Table flagged as a Inventory Center Item.

COMM 4: CAIN **Commodity Number** must be key to a valid record on the CAIN Table.

ORDR 4: ORD4 **Order Number** must be key to a valid and active contract release order record in the ORDR Table.

ORDR 4: OLI4 **Change Line Number**, combined with the order number, must be key to a valid and active contract release order line record in the OLIN Table. THIS DOES NOT APPLY IF ADDING A NEW LINE.

ORDR 4: OACG **Accounting Distribution Number**, combined with the order number, must be key to a valid and active contract release order accounting distribution line record in the OACG Table. THIS DOES NOT APPLY IF ADDING A NEW ACCOUNTING DISTRIBUTION LINE.

ORDER CHANGE PROCESSING

PROCEDURES

8.1 Add Inventory Center Item Order Changes

<u>Cross-Reference</u>	<u>Steps</u>
	2. Add inventory center item Order Change Table record.
OCHG 4: OCHG	a. Add order change using procedures of 1.1 Add Order Change Table above using desired inventory center item order number and change type. NOTE: Order document type must be DCI - Inventory Center Item
	3. Add inventory center item Change Order Line Number record.
OCHG 4: OCLN	a. Add order change line using procedures of 2.1 Add Order Change Line Number above.
	4. Add inventory center item Order Change Order Accounting Distribution Table record.
OCHG 4: OCAC	a. Add order change order accounting distribution table record using procedures of 3.1 Add Order Change Order Accounting Distribution Table above.

8.2 Change Inventory Center Item Order Changes

Inventory Control Sub-System not in use.

Overview The AGPS user is provided the capability to change inventory center item order changes in the order change database. This is accomplished by use of the OCHG, OCLN, and OCAC screens.

Inputs

- Required order number
- Required order change number
- Required change order line number
- Required order change order accounting distribution number and change number
- Required change to order change
- Required change to change order line
- Required change to order change order accounting distribution

Outputs

- Updated OCHG/OCLN/OCAC Table

Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine change to inventory center item order change requirement(s).
ORDR 4: ORD4	Order Number must be key to a valid and active inventory center item order record in the ORDR Table.
OCHG 4: OCHG	Change Number , combined with the order number, must be key to a valid and active inventory center item order change record in the OCHG Table.
OCHG 4: OCLN	Change Line Number , combined with the order number and change number, must be key to a valid and active contract release change order line record in the OCLN Table.
OCHG 4: OCAC	Accounting Distribution Number , combined with the order number and change number, must be key to a valid and active inventory center item order change order accounting distribution line record in the OCAC Table.

ORDER CHANGE PROCESSING

PROCEDURES

8.2 Change Inventory Center Item Order Changes

<u>Cross-Reference</u>	<u>Steps</u>
	2. Change inventory center item order Order Change Table record.
OCHG 4: OCHG	a. Change order change using procedures of 1.2 Change Order Change Table above using desired inventory center item order number and change number.
	3. Change inventory center item order Change Order Line Number record.
OCHG 4: OCLN	a. Change order change line using procedures of 2.2 Change Order Change Line Number above.
	4. Change inventory center item order Order Change Order Accounting Distribution Table record.
OCHG 4: OCAC	a. Change order change order accounting distribution table record using procedures of 3.2 Change Order Change Order Accounting Distribution Table above.

8.3 Inquire Inventory Center Item Order Changes

Inventory Control Sub-System not in use.

Overview

The AGPS user is provided the capability to inquire inventory center item order changes in the order change database. This is accomplished by use of the OCHG, OCLN and OCAC screens.

Inputs

- Required order number
- Required order change number
- Required change order line number
- Required order change order accounting distribution number

Outputs

- Display of requested OCHG/OCLN/OCAC Table record(s)

Completing The Procedure

Cross-Reference

Steps

1. Determine inventory center item order change to be inquired.

ORDR 4: ORD4	Order Number must be key to a valid and active inventory center item order record in the ORDR Table.
OCHG 4: OCHG	Change Number , combined with the order number, must be key to a valid and active inventory center item order change record in the OCHG Table.
OCHG 4: OCLN	Change Line Number , combined with the order number and change number, must be key to a valid and active contract release change order line record in the OCLN Table.
OCHG 4: OCAC	Accounting Distribution Number , combined with the order number and change number, must be key to a valid and active inventory center item order change order accounting distribution line record in the OCAC Table.
2. Inquire inventory center item order Order Change Table record.

OCHG 4: OCHG	a. Inquire order change using procedures of 1.3 Inquire Order Change Table above using desired inventory center item order number and change number.
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3. Inquire inventory center item order Change Order Line Number record.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Order Number	10	Unprotected. Key. Required. Specifies the order number to which a order change line is to be added or maintained. If left blank the system will return an inquiry screen starting with the first order number in the database.
Order Title	40	Protected. The title of the order as provided from the Order table.
Document Type	3	Protected. On an add will be populated by the document type of the order for which the order change is either being added or maintained.
Document Type Title	30	Protected. An interpretation of the document type from BTAB Table DO (Document Type - Order).
Order Change No	2	Unprotected. Key. Required. The order change number and the order number must be a valid entry in the OCHG table.
Chg Ord Status	3	Protected. On an add the order change status must be greater than 400 and less than 466.
Change Order Status Title	30	Protected. This is an interpretation of the Title status from BTAB Table SO (Status Code - Order).
Change Order Line #	5	Unprotected. Key. Required. Specifies the order change line number to be added, changed or inquired.
New Line(Y or N)	1	Unprotected. Required. On an add this field must be a 'Y.' If the new line indicator is N and the order change line number is not a valid entry in the OCHG an error will occur.
Contract Number	10	Protected. The contract number on the ORDR record.
Contract Line	5	Unprotected. If known the user will input the contract line of the item on which release is required. Entry combined with Contract Number must be key to a valid

ORDER CHANGE PROCESSING

DOCUMENTS

OCLN: Order Change Line Number

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
		KLIN record. If left blank the system will inquire the Commodity Award table (CAWD) and determine which contract to release against.
Days	3	Unprotected. Used to indicate the number of days for delivery after receipt of order by the specified vendor. Should be zero if Weeks are greater than zero. Days will default from header on new line and cannot be changed on contract release order.
Weeks	3	Unprotected. Used to indicate the number of weeks for delivery after receipt of order by the specified vendor. Should be zero if Days are greater than zero. Weeks will default from header on new line and cannot be changed on contract release order.
Status Code	3	Unprotected. Required. On an add it must be 400.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SO (Status Code - Order).
Stat Chg Dt	8	Protected. Date the status code was last changed.
Award Date	8	Protected. The date that the order was awarded.
User Id Last Chg	8	Protected. User ID used to make the last record change.
Dte Lst Chg	8	Protected. Date of last change to this order line record.
Commodity Code	11	Unprotected. Required. Reflects the commodity code for the item ordered. Must be a valid entry in the COMM table.
Commodity Description	40	Protected. First two lines of the commodity specification text record for this commodity number.
Sub Allowed	1	Unprotected. Used to indicate if substitution of commodity by the Inventory Center is allowed. (N/A)
Movable Prop	1	Unprotected. Used to indicate if commodity purchased is Movable Property. Valid entries are Y or N. If left blank, will default based on the movable property indicator from the COMM record and the movable property value from the BINS Table.
Inventory Item #	3	Protected. Required if document is a stock request or stock replenishment. Indicates the inventory item number of the commodity being purchased from inventory.

ELECTRONIC APPROVALS PROCESSING

PROCEDURES

1.1 Add Installation Approval Table

<u>Cross-Reference</u>	<u>Steps</u>
	<ul style="list-style-type: none">j. Using the TAB key, move to Alternate 3 USERID field and type desired Alternate 3 USERID/Password (last four positions are not displayed).k. Using the TAB key, move to Status field and type status equal 0. Status must be '0' on ADD.
AGCY 4: AGCY	<ul style="list-style-type: none">l. Using the TAB key, move to Maintaining Agency field and type desired Maintaining Agency. The maintaining agency must be a valid and active agency in the AGCY Table. It is recommended that the agency number entered match the Exec. Agcy Number that exists on the Agency Security Administrator's BAAT record. <p>3. Press RETURN/ENTER.</p> <p>NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.</p>

1.2 Change Installation Approval Table

Overview The AGPS System Administrator is responsible for the routine maintenance of Installation Approver records. Maintenance will consist primarily of status code changes to activate/inactivate an Installation Approver, updating or changing Primary and/or Alternate Approvers. This is accomplished by use of the BAPV screen.

Inputs

- Status code change
- Approver User ID

Outputs

- Updated BAPV Table

Completing The Procedure

Cross-Reference	Steps
INST 4: BAAT	<ol style="list-style-type: none">1. When a request is received to change the status of an approver or the approver(s) of a record, all approvers must have access and maintenance authority for the approval agency in that approver's BAAT Table record.2. Enter Installation Approver record change data into AGPS with the BAPV screen.
EAP 4: BAPV	<ol style="list-style-type: none">a. If you are not in the BAPV screen, type BAPV in the Function Line and press RETURN/ENTER.b. Type INQUIRE in the Function Line and complete the necessary key fields to access desired record and press RETURN/ENTER.c. Type CHANGE in the Function Line.d. Change Alternate 1. Using the TAB key, move to Alternate 1 USERID field and type desired Alternate 1 USERID.e. Change Alternate 2. Using the TAB key, move to Alternate 2 USERID field and type desired Alternate 2 USERID.f. Change Alternate 3. Using the TAB key, move to Alternate 3 USERID field and type desired Alternate 3 USERID.

ELECTRONIC APPROVALS PROCESSING

PROCEDURES

1.2 Change Installation Approval Table

<u>Cross-Reference</u>	<u>Steps</u>
INST 4: BTAB	g. Activate/inactivate Installation Approver record. Using the TAB key, move to Status field and type desired status (1 - Active/2 - Inactive). It must be valid in BTAB Table 'IS' (Approval Status).
AGCY 4: AGCY	h. Change Maintaining Agency. Using the TAB key, move to Maintaining Agency field and type desired agency number. The agency must be equal a valid and active agency in the AGCY Table. It is recommended that the agency number entered match the Exec. Agcy Number that exists on the Agency Security Administrator's BAAT record.
	3. Press RETURN/ENTER.
	NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.3 Delete Installation Approval Table

Overview The AGPS System Administrator has the responsibility to delete Installation Approver records when necessary. An Installation Approver record may be deleted only if the status is '0'. This is accomplished by use of the BAPV screen.

Inputs

- Desired record
- Delete function

Outputs

- Updated BAPV Table

Completing The Procedure

Cross-Reference	Steps
	<ol style="list-style-type: none"> 1. If you Add an Installation Approver record with the wrong Approval Type, Category, Sequence, Agency, or Primary Approver, you must delete then re-add the record with the correct information. Verify that record status is '0'; records cannot be deleted unless status is '0'. 2. Delete Installation Approver record. <ol style="list-style-type: none"> a. If the user is not in the BAPV screen, type BAPV in the Function Line and press RETURN/ENTER. b. Type INQUIRE in the Function Line and complete the necessary key fields to access the desired record and press RETURN/ENTER. c. When desired record is accessed, type DELETE in the Function Line. 3. Press RETURN/ENTER.
EAP 4: BAPV	<p>NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL' and the Installation Approver record will be deleted.</p>

E216E ERROR READING AFS FILE

CAUSE: Entered an accounting distribution record and AFS error reading one of the following fields: FUND, AGENCY, ORGAN, APPROP, ACTIVITY, OBJECT, EXP, REST-CAGY, SUB-OR, SUB-OB., JOB-NBR, or FAG.

SOLUTION: Enter an accounting distribution record and the following fields: FUND, AGENCY, ORGAN, APPROP, ACTIVITY, OBJECT, EXP., REST-CAGY, SUB-OR, SUB-OB, and JOB-NBR is valid within AFS and FAG table.

E217E AFS FILE NOT OPEN

CAUSE: Entered accounting distribution record when the AFS File are not opened or in AFS the ORGN Table is I (Inactive) for the ORG ST.

SOLUTION: Enter accounting distribution record when AFS is open or use an ORG that is A (Active).

E218E FUND REQUIRED

CAUSE: Entered an accounting distribution record and the Fund field was left blank.

SOLUTION: Enter a fund code valid in AFS.

E220E APPROPRIATION UNIT REQUIRED

CAUSE: Entered an accounting distribution record and the appropriation field was left blank.

SOLUTION: Enter an appropriation field valid in AFS.

E221E OBJECT REQUIRED

CAUSE: Entered an accounting distribution record and the object field was left blank.

SOLUTION: Enter an object code valid in BTAB Table 'OJ'.

E231E CANNOT CHANGE AT THIS STATUS

CAUSE: Entered change to a field other than status code, and the requisition status is greater than '105'.

SOLUTION: If field needs to be changed, requisition status must be '105' to make the change.

E237E REQ AGCY MUST BE INVENTORY AGC

CAUSE: Entered a requisition using document type 'CID' and the requisitioning agency type is not equal to '8'.

SOLUTION: Enter type '8' requisitioning agency when using 'CID' as the document type.

E239E CANNOT CHG AGENCY - LINES EXIST

CAUSE: Entered change to the purchasing agency and requisition lines exist.

SOLUTION: Enter change when no active requisitions lines (RLIN) exist or enter new requisition with correct purchasing agency number.

OR

Change status code of requisition to 105 and change purchasing agency.

E241W REQUISITIONS REQUIRES APPROVAL

CAUSE: Entered change to the requisition status code to advance requisition and approvals are required.

SOLUTION: Warning message alerting the document requires approvals. Approvals must be completed before requisition can be advanced.

E242E EST AMT NOT EQUAL RACG AMOUNTS

CAUSE: Entered accounting distribution data and the Total RACG Net Amount does not equal the RQSN estimated Total Amount. Example: RACG net amount = 1929.99 and RQSN estimated total amounts = 1930.00

SOLUTION: Enter accounting distribution amounts whose total equals the sum of the requisition lines estimated total amount.

E243E CANNOT CHG - PRE ENC NOT COMP

CAUSE: Entered change to the RQSN record and the status code is equal to '733'.

SOLUTION: Enter change to the status code, entering '135 or 150' to complete the pre-encumbrance.

E244E USE 197 TO CANCEL A PRE-ENCUMB

CAUSE: Entered status code change '196' to cancel a requisition that has been pre-encumbered.

SOLUTION: Enter status code '197' to cancel a requisition after the record has been encumbered.

E408E NOT W/ CONTRACT PERIOD

CAUSE: Entered contract release order and the current date is not within the revised KONT Begin and End Ordering dates.

SOLUTION: Enter contract release order with current date (MM/DD/YY or MMDDYY) that is within the revised contract Begin and End Ordering dates.

E409E MUST USE OFST THIS ORDER

CAUSE: Entered document type that was entered using RQS4.

SOLUTION: Enter document type using the OFST screen.

E411E TOTAL AMT NOT = OACG AMTS

CAUSE: Entered change to encumber the order, the user entered accounting distribution data using proportional accounting and the Total Order Amount is not equal to OACG Total Amount. Example: ORDR net amount = 1930.00 and OACG total amounts = 1929.00

SOLUTION: Enter sufficient accounting distribution data to encompass all the OLIN's or a sum equaling the total of the order.

CAUSE: Entered change to print the order, the order was at the approved status.

SOLUTION: Enter status to encumber prior to entering status to print.

E412E BEGIN DATE INVALID

CAUSE: Entered invalid contract or contract ordering begin date.

SOLUTION: Enter contract or contract ordering begin date using MMDDYY or MM/DD/YY format.

E413E END DATE INVALID

CAUSE: Entered invalid contract or contract ordering end date.

SOLUTION: Enter contract or contract ordering end date using MMDDYY or MM/DD/YY format.

E414E END DATE LESS THAN BEGIN DATE

CAUSE: Entered contract or contract ordering end date which is less than contract ordering begin date.

SOLUTION: Enter ending date which is greater than contract or contract ordering begin date using MMDDYY or MM/DD/YY format.

APPENDIX G - Error Message Manual

E418E END DATE REQUIRED

CAUSE: Entered beginning date and left the end date blank.

SOLUTION: Enter end date if a begin date is inserted.

E419E BEGIN DATE REQUIRED

CAUSE: Entered ending date and left the begin date blank.

SOLUTION: Enter begin date if an ending date is inserted.

E420E PERIODIC PAYMENT MUST BE Y OR N

CAUSE: Entered value other than 'Y or N' to Per Pay Indicator.

SOLUTION: Enter either 'Y or N' in Periodic Payment field.

E421E BEGIN PAY DATE > END PAY DATE

CAUSE: Entered beginning pay date greater than ending pay date.

SOLUTION: Enter begin pay date less than ending pay date in MMDDYY or MM/DD/YY format.

E422E BEGIN PAY DATE < CURRENT DATE

CAUSE: Entered beginning pay date less than current date.

SOLUTION: Enter begin pay date greater than or equal to current date in MMDDYY or MM/DD/YY format.

E423E BEGIN PAY DATE REQUIRED

CAUSE: Entered ending pay date and left the begin pay date blank.

SOLUTION: Enter end date if a begin date is inserted in MMDDYY or MM/DD/YY format.

E424E END PAY DATE < CURRENT DATE

CAUSE: Entered ending pay date less than current date.

SOLUTION: Enter end pay date greater than or equal to current date in MMDDYY or MM/DD/YY format.

E652E CAT\$ TOO LARGE

CAUSE: Entered catalog price greater than '9999999.99999'.

SOLUTION: Enter catalog price equal to or less than '9999999.99999'.

E653E PER PAY AMOUNT TOO LARGE

CAUSE: Entered periodic payment amount greater than '999999999.99'.

SOLUTION: Enter periodic payment amount equal to or less than '999999999.99'.

E654E NO OAMT EXIST FOR OCACS

CAUSE: Entered order change accounting and error occurred building OAMT records for the accounting record.

SOLUTION: Stop processing! ☞Contact the ISIS Help Desk for assistance.

E657E LDO LINE TOTAL > LDO LIMIT

CAUSE: Entered LDO (Low Dollar Order) and line total is greater than BINS low dollar order limit.

SOLUTION: Enter change to reduce the order line total to less than or equal to the BINS low dollar order limit.

E658E INVALID VENDOR NUMBER

CAUSE: Entered invalid vendor number.

SOLUTION: Enter active and valid vendor number from VEND table.

E659E VENDOR NOT ACTIVE

CAUSE: Entered Vendor Address Tag whose Vendor Status is not active.

SOLUTION: Enter Vendor Address Tag for an active vendor (status '1').

E663E CANNOT CHG, ORDR STATUS > 405

CAUSE: Entered a change to the OLIN or OACG and the ORDR status code is greater than '405' and less than '496'.

SOLUTION: Return the status code to '405' and make necessary changes if order has not been encumbered (check KLI2 for price changes and for CRO's check the commodity area to ensure the days or weeks field is populated).

E664E CANNOT USE - ENCUMBERED

CAUSE: Entered a change to the OLIN and the ORDR status code is greater than '436' indicating Encumber Status.

SOLUTION: Either print or cancel the order.

E666E ERROR GHU ORLN RECORD

CAUSE: An error has occurred in for reading of ORLN table.

SOLUTION: Stop processing! ☞Contact the ISIS Help Desk for assistance.

E667E ERROR DEL ORLN RECORD

CAUSE: An error has occurred during the delete of an order receipt record.

SOLUTION: Stop processing! ☞Contact the ISIS Help Desk for assistance.

E668E ERROR GHU OQTY RECORD

CAUSE: An error has occurred in reading of OQTY table

SOLUTION: Stop processing! ☞Contact the ISIS Help Desk for assistance.

E669E ERROR REPX OQTY RECORD

CAUSE: Entered change to the OPAY approve payment field of 'Y' or changed status code to 635 and an error occurred updating the OQTY record.

SOLUTION: Stop processing! ☞Contact the ISIS Help Desk for assistance.

E670E ERROR GHU ORDR RECORD

CAUSE: An error has occurred in reading of ORDR table.

SOLUTION: Stop processing! ☞Contact the ISIS Help Desk for assistance.

E671E ERROR REPX ORDR RECORD

CAUSE: An error has occurred replacing the ORDR record.

SOLUTION: Stop processing! ☞Contact the ISIS Help Desk for assistance.

E672E ERROR GU OQTY RECORD

CAUSE: An error has occurred in reading of OQTY table.

SOLUTION: Stop processing! ☞Contact the ISIS Help Desk for assistance.

E673E INVALID ORDER/CHG ORDER NBR

CAUSE: Entered invalid order or order change number.

SOLUTION: Enter active and valid order number or order change number from ORDR table.

E800E QTY INV EXCEEDS OQTY MAXIMUM

CAUSE: Entered quantity received will exceed the maximum allowed quantity of 999999 once receipt is processed.

SOLUTION: Enter smaller quantity received.

E800W APPROVALS STILL PENDING

CAUSE: Entered a change to the status code, approve payment field = 'Y' and approvals are required before further processing.

SOLUTION: Warning message notifying the user to complete approvals on the PAPV screen and continue processing OPAY record.

E801E ORDER LINE AMOUNT EXCEEDED

CAUSE: Entered change to the OPAY record and the payment amount exceeds the payment variance.

SOLUTION: Verify the variance allowance indicator on the AGCY table is not equal to 'N' and that BINS % Var Rec/Inv/Pay amount is not exceeded.

E802E INSUFFICIENT RECEIPTS

CAUSE: Entered a change to the status code (635) and the OQTY Quantity Invoiced is greater than OQTY received.

SOLUTION: Enter correct amount of receipts against the invoices.

E803E AMT TO PAY EXCEEDS ORDR AMT

CAUSE: Entered change to status code (635) for an order and the computed payment processed = OPAY approved amount plus order payments processed and exceeds the net variance or net amount percent amount in AGCY/BINS.

SOLUTION: Adjust the approved amounts not to exceed the variances set forth in the OPAY records.

E804E PARTIAL/FINAL MUST BE P OR F

CAUSE: Entered a change and the partial/final award indicator is not equal to 'P' or 'F'.

SOLUTION: Enter change to partial/final indicator of 'P' or 'F'.

E805E APPROVE ALL MUST BE Y OR N

CAUSE: Entered a change and the approve payment field is not equal to 'Y' or 'N'.

SOLUTION: Enter change to approve payment field with 'Y' or 'N'.

E807E ERROR UPDATING OINV RECORD

CAUSE: An error has occurred updating the OINV record.

SOLUTION: Stop processing! ☞Contact the ISIS Help Desk for assistance.

E808E PERCENT VARIANCE EXCEEDED

CAUSE: Entered change to status code on OILN/OPAY and the amount being processed exceeds the Inv/Pay Variance on BIN2.

SOLUTION: Adjust the approved amounts not to exceed the variances set forth in BIN2.

E809E ERROR DELETING OPAG RECORD FOUND

CAUSE: An error has occurred during the delete of OPAG record.

SOLUTION: Stop processing! ☞Contact the ISIS Help Desk for assistance.

E810E OPAY RECORD NOT FOUND

CAUSE: An error has occurred reading the OPAY record.

SOLUTION: Verify the order number for OPAY record is valid and active.

E812E ERROR UPDATING OPAG RECORD

CAUSE: An error has occurred in updating the OPAG record.

SOLUTION: Stop processing! ☞Contact the ISIS Help Desk for assistance.

E813E OCLN WITHIN OTHER DISTRIBUTION

CAUSE: Entered From Line/To Line falls within an existing account distribution's From Line/To Line.

SOLUTION: Create a new account distribution where the From Line/To Line entered does not fall within the From Line/To Line range of an existing account distribution.

E813W PAYMENT SET UP IN ACCOUNTS

CAUSE: Entered successful encumbrance, status code '635' to OPAY record.

SOLUTION: Warning message indicating payment was set up in accounts.

E814E QTY REC EXCEEDS OQTY MAXIMUM

CAUSE: Entered quantity received will exceed the maximum allowed quantity of 999999 once receipt is processed.

SOLUTION: Enter smaller quantity received.

E814W PAYMENT FAIL IN ACCOUNTS

CAUSE: Entered change to status code to encumber the OPAY record and encumbrance failed with '637' status.

SOLUTION: Check OPAG for Reason Codes that caused the encumbrance to fail. Make the necessary corrections and reprocess the OPAY record.

E815E UNIT PRICE NOT REQUIRED

CAUSE: Unit Price on order line (OLIN) > 0 and No Cost Indicator = 'Y'.

SOLUTION: Enter the order line and leave unit price blank.

E815W PAYMENT CANCEL IN ACCOUNTS

CAUSE: Entered change to status code to cancel the OPAY record.

SOLUTION: Warning message indicating the cancellation was successful.

E816E CATALOG # REQUIRED

CAUSE: Entered contract release order and left the catalog number blank.

SOLUTION: Enter catalog number, using order line with the KLIN no cost = 'N', % discount off = '0', unit price is equal to '0'.

E817E CATALOG \$ REQUIRED

CAUSE: Entered contract release order and left the catalog amount blank.

SOLUTION: Enter catalog number and catalog price, using order line with the KLIN no cost = 'N', % discount off = '0', unit price is equal to '0'.

E818E MUST USE 'N' OR 'NEXT' ON ADD

CAUSE: Entered invalid value in the requisition or order number field when creating new record.

SOLUTION: Enter either 'N' or 'Next' in the requisition or order number field when creating a new record.

E820E ORDER CHANGE NOT ISSUED

CAUSE: Entered status code '490' to manually close the order change and the order change has not been printed.

SOLUTION: Enter '496' or '497' to cancel the order change.

E821E INVALID SHIP-TO SUB AGENCY

CAUSE: Entered Ship-To Sub Agency not found in AADR table.

SOLUTION: Enter a valid and active ship-to sub agency from AADR table.

E822E SHIP-TO SUB AGENCY NOT ACTIVE

CAUSE: Entered an inactive Ship-To Sub Agency.

SOLUTION: Enter a valid and active (S/C 1) ship-to sub agency.

E823E ERROR READING KONT TABLE

CAUSE: An error has occurred in reading the KONT table.

SOLUTION: Stop processing! ☞Contact the ISIS Help Desk for assistance.

E823W READY FOR MORE COMMODITY DATA

CAUSE: Warning message indicating the user may enter additional requisition or order lines to the record created or changed.

SOLUTION: Enter additional requisition or order lines to record.

E825E ERROR UPDATING KONT TABLE

CAUSE: An error has occurred in updating the KONT table.

SOLUTION: Stop processing! ☞Contact the ISIS Help Desk for assistance.

E826E ERROR GHU OINV RECORD

CAUSE: An error has occurred in reading of table in OINV work area.

SOLUTION: Stop processing! ☞Contact the ISIS Help Desk for assistance.

E827E CONTRACT NOT = ORDR CONTRACT

CAUSE: Entered receipt and the contract number is not equal to order number.

SOLUTION: Enter valid contract number associated with order number.

E830W VERIFY SCHED PAY DATE

CAUSE: Entered change to OPAY record and the system is asking the user to verify if the scheduled pay date is correct.

SOLUTION: Warning message asking the user to insert 'Y' or 'N' verifying the scheduled pay date.

356LE DELETE TO AGPS VADR4 FAILED

CAUSE: An error occurred deleting Vendor Address Type 4.

SOLUTION: Contact the ISIS Help Desk for assistance.

358LE STATE CODE REQUIRED

CAUSE: The State Code is required and has not been entered.

SOLUTION: Enter State Code.

359LE PHONE NUMBER MUST BE NUMERIC

CAUSE: Phone Number must be numeric.

SOLUTION: Enter numeric Phone Number with area code, prefix and number.

361LE VEND HEADER REC ALREADY EXISTS

CAUSE: Entered Vendor Number for ADD function already exist in the system.

SOLUTION: None - Can not add an existing record.

362LE VEND HEADER REC NOT ON AGPS

CAUSE: Entered Vendor Number for CHANGE function does not exist in the system.

SOLUTION: If Vendor Number is correct, Vendor must be added to the system.

363LE VEND STATUS SUSPEND/DEBARRED

CAUSE: Vendor Status is equal to '3' (Suspended) or '4' (Debarred) and Activate is equal to 'Y'.

SOLUTION: None - Can not activate a Suspended/Debarred vendor.

364LE PARISH CODE MUST BE 98

CAUSE: State Code is not equal to 'LA', and Parish Code is not equal to '98'.

SOLUTION: Enter Parish Code equal to '98'.

365LE REMIT PARISH CODE MUST BE 98

CAUSE: State Code for Remit-To-Address is not equal to 'LA', and Parish code for the Remit-To-Address is not equal to '98'.

SOLUTION: Enter Parish Code for Remit-To-Address equal to '98'.

APPENDIX G - Error Message Manual

366LE ZIP2 MUST BE NUMERIC

CAUSE: Zip Code for Remit-To-Address is not numeric.

SOLUTION: Enter numeric Zip Code for Remit-To-Address.

367LE REMIT ZIP2 MUST BE NUMERIC

CAUSE: Zip Code for Remit-To-Address is not numeric.

SOLUTION: Enter numeric Zip Code for Remit-To-Address.

368LE EXTENSION MUST BE NUMERIC

CAUSE: Phone Number Extension is not numeric.

SOLUTION: Enter numeric Phone Number Extension.

369LE 1099 PAYMT TYPE MUST BE SPACE

CAUSE: The 1099 Vendor Ind is equal to 'N' and the 1099 Payment Type has been entered.

SOLUTION: Space out the 1099 Payment Type field.

370LE 1099 PAYMT TYPE IS INVALID

CAUSE: The 1099 Payment Type is not equal to '1', '6' or '7'.

SOLUTION: Enter '1', '6' or '7' in the 1099 Payment Type field.

371LE UPDATE TO AGPS VADR4 FAILED

CAUSE: An error occurred updating Vendor Address Type 4.

SOLUTION: Contact the ISIS Help Desk for assistance.

374LE INVALID REQUESTING AGENCY

CAUSE: The Requesting Agency Number is not Key to a valid record in the AGCY Table.

SOLUTION: Enter a Requesting Agency Number that is key to a valid record in the AGCY Table.

378LE PRIM VEND ON FILE FOR FEIN

CAUSE: Attempting to add a new vendor with a Primary Vendor indicator = 'Y' but a vendor number with the same FEIN and Primary Vendor indicator of 'Y' already exists.

SOLUTION: Cannot have two vendor numbers with the same FEIN and both of them with a Primary Vendor indicator of 'Y'.

379LE CAN'T BE PRIM, 1099 LOC EXISTS

CAUSE: Attempting to add a new vendor with a Primary Vendor indicator = 'Y' but a vendor number with the same FEIN and 1099 Vendor indicator of 'Y' already exists.

SOLUTION: Cannot have a Primary Vendor indicator of 'Y' and 1099 Vendor indicator of 'Y' for vendors with the same FEIN.

380LE MAST VEND ON FILE FOR FEIN/SSN

CAUSE: Attempting to add a new vendor with a Master Vendor indicator = 'Y' but a vendor number with the same FEIN and Master Vendor indicator of 'Y' already exists.

SOLUTION: Cannot have two vendor numbers with the same FEIN and both of them with a Master Vendor indicator of 'Y'.

381LE FIRST CHG PRIMARY FEIN TO MAST

CAUSE: Attempting to add a new vendor with a 1099 Vendor indicator = 'Y' but a vendor number with the same FEIN and Primary Vendor indicator of 'Y' already exists.

SOLUTION: Identify vendor number with the same FEIN where the Primary Vendor indicator = 'Y'. Change Primary Vendor indicator to 'N' and Master Vendor indicator to 'Y'.

399LE VRES REC EXIST FOR THIS VCOM

CAUSE: Function is DELETE and a Vendor Complaint Resolution (VRES) record exists for this Vendor Number/Complaint Number.

SOLUTION: None - Can not delete a Vendor Complaint unless the Vendor Complaint Resolution is deleted first.

405LW ALREADY AT BOTTOM

CAUSE: Scroll Action is equal to 'B' and the bottom of the data is displayed.

SOLUTION: This a warning and no action is required.

406LW ALREADY AT TOP

CAUSE: Scroll Action is equal to 'T' and the top of the data is displayed.

SOLUTION: This is a warning and no action is required.

APPENDIX G - Error Message Manual

407LE ERROR READING KCSA TABLE

CAUSE: An error occurred reading the KCSA Table.

SOLUTION: Contact the ISIS Help Desk for assistance.

408LW NO MORE CONT LINES FOR COMM

CAUSE: All Contract Lines for the Commodity are displayed.

SOLUTION: This is a warning and no action is required.

506LE REQ AGCY NBR NOT FOUND

CAUSE: Requisitioning Agency Number on RQS4 is no longer a valid record in the AGCY Table.

SOLUTION: If the Requisitioning Agency Number is valid record in the AGCY Table, contact the ISIS Help Desk for assistance.

507LE CANT USE CFMS CONT FOR REL/REP

CAUSE: Entered Contract Number is a CFMS (Contract Financial Management) Contract Number.

SOLUTION: None - Can not use this transaction for a CFMS Contract.

510LE COMM IS INV ITEM MUST USE OFST

CAUSE: Entered Commodity Number is an inventory item on the CAIN Table for the Requisitioning Agency.

SOLUTION: Use OFST to order Commodity from Warehouse.

511LE ERROR READING BINS TABLE

CAUSE: An error occurred reading the BINS Table.

SOLUTION: Contact the ISIS Help Desk for assistance.

513LE CONTRACT NUMBER NOT FOUND

CAUSE: Entered Contract Number is not key to a valid record in the KONT Table.

SOLUTION: Enter a Contract Number that is key to a valid record in the KONT Table.